NETCSTAFFINST 5400.1F
N004
25 Jun 18

NETC STAFF INSTRUCTION 5400.1F

From: Commander, Naval Education and Training Command

Subj: COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND STAFF
       ORGANIZATION MANUAL

Encl: (1) NETC Staff Organization Manual

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

2. Cancellation. NETCSTAFFINST 5400.1E.

3. Scope. Enclosure (1) is the official compilation of mission
and function statements depicting the approved organizational
structure of the NETC staff.

4. Policy

    a. The staff is the Commander's extension for the purpose of
managing the command's mission. This involves the Headquarters
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 Naval Medical Command, 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 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 (i.e., people, funds, and material).

(4) The fourth role is achieved through functions that are typical of an echelon II headquarters 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 II level of command. In that context, the staff is to be an effective conduit between NETC echelon III 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 Total Force Manpower Division (N1). Proposals will be subject to objective analysis for their effect on overall staff and command organization. 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. N004 will publish the NETC Staff Organization Manual and approved changes.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually on the anniversary of its

effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. The instruction may be subject to cancellation unless reissued or canceled prior to the 5-year anniversary date.

M. A. WHITT
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.netc. navy.mil/directives.htm, or via HP Records Manager (HPRM).

NAVAL EDUCATION AND TRAINING COMMAND

STAFF ORGANIZATION MANUAL

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FLAG STAFF

N00 – COMMANDER, NAVAL EDUCATION AND TRAINING COMMAND

Commands and coordinates the Naval Education and Training Command (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 Chief of Naval Personnel (CNP). Responsibilities include:

    1. Establishes policies, procedures, and techniques for the establishment 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 and conducts education and training programs through appropriate subordinate headquarters 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 in education and training methods.

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

N00B – AIDE

Provides direct support to CNETC. Responsibilities include:

    1. Execution of ceremonies, speaking engagements, and training command visits by CNETC.

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

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

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    4. Screens distinguished visitor information and informs CNETC.

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

    6. Assists in arranging matters of protocol, honors, display of flags, and ceremonies for CNETC to include entertainment, visitors, appointments, and schedules.

N00W – FLAG WRITER

Provides direct support to CNETC. Responsibilities include:

    1. Provides executive level administrative support to Commander.

    2. Serves as CNETC's front office scheduler.

    3. Manages CNETC's official and personal schedule.

    4. Coordinates all command meetings.

    5. Performs receptionist duties/screens incoming calls.

    6. Serves as scheduler for CNETC's conference rooms.

    7. Types, edits, proofreads, and publishes all officer fitness reports/enlisted evaluations for CNETC.

    8. Writes, edits, proofreads, and publishes all personal correspondence for CNETC.

    9. Schedule coordinator for Front Office Staff to include Executive Director, Chief of Staff, Executive Assistant, Flag Secretary, and Flag Aide.

N001 – EXECUTIVE ASSISTANT

Provides direct support to CNETC. Responsibilities include:

    1. Advises and assists in consideration of policies and issues.

2. Serves as principal front office contact point.

3. Controls daily appointments for CNETC.

4. Attends major policy meetings, provides background information, as required; serves as recorder.

5. Supervises CNETC's aide in planning for CNETC travel schedule.

N002 – FLAG SECRETARY/EXECUTIVE OFFICER, HEADQUARTERS FLAG UNIT

Assists the Chief of Staff (COS) in direct support of CNETC. Responsibilities include:

1. Reviews correspondence from the staff destined for CNETC, Executive Director (ED), and COS.

2. Provides a timely flow of policy documents, decision papers, messages, taskers, point papers, and other executive interest items.

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

4. Attends all meetings, conferences, and working groups as required.

5. Coordinates award ceremonies for staff military and civilian personnel with the Flag Office and NETC Human Resources Office.

6. As Executive Officer, Headquarters (HQ) Flag Unit, is responsible for the safety, well-being, and efficiency of the enlisted staff personnel.

N003 - FORCE MASTER CHIEF

Serves as Senior Enlisted Leader/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.

Recommends actions to eliminate such conditions and further enhance the attractiveness of the naval service.

2. Maintains Fleet/Force liaison with the Master Chief Petty Officer of the Navy (MCPON) and Master Chief Petty Officers of the various offices and bureaus to provide input and exchange ideas regarding enlisted personnel.

3. On request, accompanies CNETC on visits to NETC activities.

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

5. Frequently 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 personnel matters of NETC enlisted personnel and dependents.

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

    a. Chief of Naval Operations/MCPON Senior Leadership Panel

    b. NETC Shore Sailor of the Year Selection Board

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

N003A – FORCE CAREER COUNSELOR/STAFF SENIOR ENLISTED LEADER

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 for retention issues. Coordinates with the Navy Personnel Command and Type Commanders

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 System. Monitors force retention trends. Assesses impact of personnel policies and proposed changes on retention of personnel. Evaluates retention programs of subordinate activities. Manages the Retention Excellence Award Program.

    2. Provides recommendations concerning distribution of Navy Counselor and NEC 9588 assets within the Force.

    3. Provides recommendations concerning the Transition Assistance Management Program and Transition Assistance Program Workshops.

    4. Lead advisor for NETC Inspector General providing insight and guidance on career counseling issues.

    5. As Command Career Counselor, advises staff military personnel and tracks career issues.

    6. Coordinates transition course for retiring senior officer and enlisted personnel.

    7. As Staff Senior Enlisted Leader, supports the Commanding Officer and Executive Officer, HQ Flag Unit with morale, welfare, and other issues regarding the HQ staff enlisted personnel.

N004 – ADMINISTRATION/SECURITY MANAGER

Serves as the primary Administrative Advisor and Security Manager to the Commander, HQ staff, and subordinate activities, and provides executive level administrative guidance and quality assurance for administrative operations. Responsible for management and oversight of the Administrative Division which covers Military and Support Services. Responsibilities include:

    1. Coordinates and directs all administrative functions of the NETC staff.

2. Ensures proper coordination with external commands relative to the dissemination of Navy administrative messages, taskers, and other forms of correspondence.

3. Primary point of contact to the Office of the Chief of Naval Operations (OPNAV) for the coordination of taskings sent to NETC via DON TRACKER. Once N004 assigns a Tasker, DIRLAUTH by Division Directors/Special Assistants (DD/SAs) when additional information is needed or an extension of time is required.

4. Coordinates the collateral duty assignments of all staff personnel.

5. Reviews correspondence, messages, and directives sent to the Front Office for signature.

6. As Records Manager, oversees records management within the NETC domain and ensures full implementation and use of the Total Records Information Management (TRIM) system.

7. During Personnel Accountability Exercises, or in the event of a natural or man-made disaster, responsible for ensuring NETC HQ staff personnel are accounted for in the Navy Family Accountability and Assessment System (NFAAS).

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

9. Security Manager:

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

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

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

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

e.   Formulates and coordinates the HQ Security Awareness and Education Program.

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

g.   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 are appropriately cleared through coordination with the Department of the Navy (DON) Central Adjudication Facility. Reviews, processes, and monitors requests for personnel security investigations, clearances, and special access.

h.   Ensures access to classified information is limited to those who are eligible and have the need to know.

i.   Ensures personnel security investigations, clearances, and accesses are properly recorded.

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

k.   Maintains liaison with the Pensacola Area Special Security Officer concerning information and personnel security policies and procedures.

l.   Coordinates with the command Information Assurance Manager on matters of common concern.

m.   Ensures that all separating or retiring personnel who have access to classified information have completed a Security Termination Statement.

n.   Ensures all personnel execute a Classified Information Nondisclosure Agreement (SF 312) prior to granting initial access to classified information.

o. Manages the HQ staff Information and Personnel
Security Program.

N0041 – <u>ADMINISTRATIVE AND MILITARY SUPPORT SERVICES</u>

Oversees Administrative and Military Support services for the
NETC Staff. Responsibilities include:

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

2. Official Mail Manager, reviews mail management practices
and procedures and evaluates the effectiveness of mail
management within the NETC HQ. Provides guidance and training
to staff personnel responsible for handling mail. Consolidates
input from NETC activities and prepares the annual Official Mail
Financial Expenditure Report.

3. Receives, sorts, and delivers incoming mail, internal
mail, and other items. Screens and processes outgoing mail.

4. Makes deliveries and pickups to and from various
locations onboard NAS Pensacola (Consolidated Mail Facility,
Printing Office, Personnel Support Detachment, etc.).

5. 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.

6. Reviews military beneficial suggestions and Military
Cash Awards Program (MILCAP) suggestions, routes to SMEs, and
tracks to completion. Coordinates with suggesters, reviewing
officials, and other suggestion program coordinators to obtain
clarification, negotiate due dates, discuss findings, explain
program requirements, or obtain additional information.

7. 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.

8. Maintains a central repository of unclassified outgoing correspondence.

9. Coordinates annual reviews of NETC directives. Reviews new and revised directives and prepares them in proper format. Maintains master files of NETC directives and ensures they are accessible to users.

10. 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 (AIGs) and Collective Address Designators (CADs).

11. Updates and publishes the monthly NETC Staff Telephone Directory.

12. Responsible for oversight of the NETC Awards Program and supervision of the following military personnel services for the NETC staff:

    a. 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 (NDAWS) database.

    b. Provides administrative support for all matters dealing with staff military personnel.

    c. Assists the Command Sponsor Program Coordinator, receives incoming permanent change of station orders and coordinates with the receiving division to assign a sponsor for newly arriving military personnel.

    d. As Education Services Officer, ensures examinations are ordered for candidates eligible for the Navy-wide advancement exams.

    e. Provides assistance in the preparation of retirement ceremony 5060 Notices for staff military personnel.

    f. Prepares and processes correspondence and messages relating to military personnel matters.

g. Coordinates with the CO and Staff Manpower Division on staff manning issues.

h. As Command Pay and Personnel Administrator (CPPA), serves as the direct point of contact between NETC HQ military personnel and the PSD. Transmits all documents and information required to provide command pay, personnel, and transportation support through the authorized electronic transmission system.

i. Manages the NETC HQ Command Leave Program.

j. Provides administrative support to the Force Master Chief.

N01 – EXECUTIVE DIRECTOR

Serves as the principal executive to CNETC. Responsibilities include:

1. Provides direction and oversight of NETC.

2. Acts for CNETC in his absence on all matters not specifically reserved by law or regulation to CNETC.

N01A – CHIEF OF STAFF/COMMANDING OFFICER, HEADQUARTERS FLAG UNIT

Serves as Principal Advisor to CNETC on HQ staff personnel and issues. Responsibilities include:

1. Manages the NETC staff, coordinates all meetings, and directs the staff in daily operations.

2. Acts as liaison between DD/SAs and Direct Reporters, Learning Centers (LCs)/Training Support Centers (TSCs), and CNETC in matters that do not require face-to-face meetings.

3. Reviews all correspondence and messages requiring CNETC approval or signature.

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

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

6. Initiates the COs End of Tour award and any Unit awards.

7. Acts for CNETC in his absence on all matters which ED cannot act on reserved by law or regulation to CNETC.

8. Commanding Officer, HQ Enlisted Staff:

a. Responsible for the safety, well-being, and efficiency of the HQ enlisted personnel.

b. Authorized non-judicial punishment authority on HQ enlisted personnel.

c. Approves/disapproves all personnel requests on HQ enlisted personnel.

d. Attends various meetings pertaining to HQ enlisted personnel issues.

N01B – DEPUTY FOR TRAINING OPERATIONS

The Deputy for Training Operations (DTO) is primarily responsible for the efficient and effective operation of NETC LCs and TSCs. The position serves as a liaison between the LC/TSC CO and NETC staff. LC/TSC issues requiring CNETC decision will be staffed by the appropriate codes with the action coordinated through the DTO, COS, and ED. Responsibilities include:

1. Working with the COS and NETC DD/SA, provides day-to-day leadership, management, oversight, and operational direction necessary to ensure that LC/TSC have standardized processes, proper operational controls, and clear reporting procedures.

2. Acts as the lead for the quarterly Center Readiness Briefs (CRB). Tracks, tasks, and follows-up on LC/TSC issues and concerns identified during the briefs with the NETC DD/SA and other stakeholders.

3. Receives the LC/TSC monthly reports for further consolidation into a monthly report to CNETC.

4. Facilitates special project coordination and agenda development for the LC/TSC participation in NETC Commander's Conference and off-sites.

5. In coordination with NETC DD/SAs, LC/TSCs, NRC and NSTC, operationalize 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.

SECTION II
SPECIAL ASSISTANTS

N00C – COMPTROLLER

Serves as principal advisor to Commander, Naval Education and Training Command (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 Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO). The Comptroller also is dual-hatted as the site lead for the Budget Submitting Office (BSO) as part of the shared services functions for Manpower, Personnel, Training, and Education (MPT&E).

N00D – OFFICE OF COUNSEL

Serves as principal legal advisor to CNETC, Headquarters (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 and training opportunities to the Department of Navy (DON) personnel.

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

     2. Principal legal advisor to CNETC, HQ staff, and NETC
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 action.

     3. Principal legal advisor to CNETC, HQ staff, and NETC
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, NETC staff, and NETC subordinate
activities concerning impact of fiscal, procurement, and
employment/labor laws and regulations on new, expanded, and
current education and training 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 Force Judge Advocate (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
and all matters relating to ethics throughout NETC Headquarters
and NETC subordinate activities.

     6. Provides legal advice and assistance to NETC and NETC
subordinate activities in support of N00J on matters relating to
the Freedom of Information and Privacy Acts.

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

     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 Office of the Chief of Naval Operations (OPNAV N1) staff on matters relating to the Navy Voluntary Education Program policies.

N00E – COMMAND DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (CDEEOO)

The CDEEOO serves as the principal advisor to Command Equal Employment Opportunity Officer (CEEOO)/CNETC regarding all matters pertaining to effective EEO program management. The CDEEOO 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. Provide guidance and advice to managers, supervisors, and employees of the HQ staff on all EEO related matters.

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

    3. Coordinate NETC EEO assessment efforts and report accomplishments in achieving a Model EEO Program to the CEEOO and DON OEEO for incorporation in the DON report to the Equal Employment Opportunity Commission (EEOC).

N00G – INSPECTOR GENERAL

Develops policy; coordinates functions, projects and tasks; and conducts oversight of the NETC domain for assigned programs (NETC Area Visit inspections; Hotline complaint investigations; Military Whistleblower/Reprisal Complaint Investigations; Command Evaluation (CE) Program; audit liaison; audit follow-up; and DON Managers' Internal Control Program (MICP)). Responsibilities include:

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1.   Represents NETC at Washington, D.C., high level meetings on issues involving accountability, integrity, and internal controls. Liaises directly with the Naval Inspector General (NAVIG) on all IG matters.

2.   Develops overall NETC policy and technical guidance governing NETC Area Visits, Hotline complaint investigations, CE Program, audit liaison, audit follow-up, and MICP for the NETC HQ staff and NETC subordinate activities. Serves as the technical expert, trainer, coach, and consultant for the preceding programs.

3.   Conducts Area Visits to NETC subordinate activities to assess their ability to perform their primary mission. Provides a mechanism that facilitates identifying and improving mission critical and associated support processes.

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

5.   Serves as the Area Visit Team Leader in fulfilling the requirements of the Department of the Navy Command Inspection Program (DONIP).

6.   Maintains an effective Area Visit follow-up program for NETC subordinate activities.

7.   Serves as the NETC point of contact for DODIG, Navy, Government Accountability Office (GAO) and Congressional hotline complaints. Manages and monitors investigations and coordinates responses and any required follow-up actions.

8.   Conducts or coordinates special investigations or inquiries throughout the NETC domain as deemed appropriate, or as directed by NETC. Investigations may be formal or informal. Testimony may be taken under oath.

9.   Manages and monitors the CE Program, audit liaison, audit follow-up and MICP for the NETC HQ staff and NETC subordinate activities.

10. Coordinates and liaises with higher Echelon commands regarding the development of policy and reporting requirements for the CE Program, audit liaison, audit follow-up, and MICP.

11. Develops command-wide CE objectives and plans, and monitors program results. When necessary, will research and develop review guides for distribution to the NETC subordinate activities for the purpose of examining specific topics.

12. 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.

13. Participates in interservice and interagency assignments to review or develop policy that involves CE performance and auditing.

14. Serves as the focal point for the entry of all external auditors into the NETC HQ and NETC 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 to the NAVIG and the Auditor General of the Navy regarding the status of corrective actions.

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

16. Develops, for Flag signature, the annual NETC HQ MICP certification statement to CNO from inputs received from NETC HQ and NETC subordinate activities. Performs trend analysis of the statements received from NETC subordinate activities. This information is used to identify areas of emphasis for future examination via the Area Visit Program, CE and MICP.

17. Oversees the tracking of material weaknesses identified in the annual NETC MICP certification statement.

18. Coordinates the annual DON Risk Opportunity Assessment (ROA) data call process for NETC HQ and NETC subordinate activities. This assessment is used to prioritize NETC

potential risks and opportunities for review consideration by
top Navy management.

19. Provides orientation briefings to the NETC HQ and
periodic training to the NETC domain on the following topics:
Area Visits, hotline complaint investigations, CE Program, audit
liaison, audit follow-up, and MICP.

20. Maintains the official NETC archive for Base
Realignment and Closure (BRAC) data calls and command data call
certifications forwarded to CNO.

N00I – BUSINESS OPERATIONS

Reviews education and training requirements, identifies
deficiencies, develops issues and alternatives for cost savings
infrastructure reductions, and process improvements. Acts as
NETC principal point of contact for out-year requirement
planning. Responsibilities include:

1. Coordinates NETC participation in the MPT&E Student
Input Plan (IPP) processes. Conducts analysis of Integrated
Production Planning and Production Alignment Conference
processes, identifies deficiencies, validates alignment with
NETC Program Objective Memorandum (POM), and proposes
improvements. Advises CNETC on IPP, the Navy Enlisted Supply
Chain Planning and Execution (NESCPE) processes that affect POM
and out-year planning. Provides guidance to the NETC staff and
subordinate activities on IPP, NESCPE process and
implementation, and out-year planning.

2. Assists CNETC by coordinating matters related to
training and education planning for future investments through
the POM process. In conjunction with CNETC, Office of the Chief
of Naval Operations (OPNAV) (N10 and N12), and other Resource
Sponsors, conducts reviews of all training and education
programs and assesses current and future capabilities.
Validates mission tasking and resource requirements and
shortfalls for incorporation into the NETC Program Requirement
Review (PRR).

3. Develops and issues guidance, procedures, and policy to
NETC activities for future years investment planning and POM
process in coordination with CNETC, OPNAV (N10 and N12), other

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Resource Sponsors and OPNAV (N8). Acts as NETC principal point of contact with OPNAV (N10, N12, and other Resource Sponsors) in all matters related to the POM process. Directs and provides liaison across NETC organizations to assist in developing the NETC POM documentation and completing related tasks. Coordinates submission of NETC Command and subordinate commands Program Requirements Review briefs, NETC Feasibility Study, and Requests for Information for POM related issues.

    4. Conducts analysis of resources and other performance data to determine trends, statistical significance, and other conclusions to support funding or other management decisions.

    5. Provides resource, statistical, and analytical guidance and assistance to the NETC staff and subordinate activities.

    6. Participates in various Enterprise working levels to include Cross Functional Teams, Barrier Removal Teams, Integrated Product Teams, and working groups to coordinate alignment of NETC resources with requirements.

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, Freedom of Information Act, Privacy Act, and Standards of Conduct. Represents CNETC in matters pertaining to military justice, administrative law, policy, and Standards of Conduct. Responsibilities include:

    1. Serves as Ethics Counselor and Standards of Conduct Agency Designee, in conjunction with Office of Counsel (N00D), for NETC. Provides consultation and opinions concerning Standards of Conduct issues. Authorized to issue written opinions contemplated by Section 2397a-b of Title 10 of the United States Code. 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. 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/or instructions/directives/regulations.

4. Reviews Judge Advocate General Manual (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).

5. Program Manager for NETC Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Coordinates staff activities involving the PA and FOIA. As Initial Denial Authority (by direction), reviews FOIA and PA requests per SECNAVINST 5720.42 (series) and SECNAVINST 5211.5 (series) to determine what information can be released under the guiding instructions.

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 the following reporting requirements for commands within the NETC domain:

    a. Semi-annual Gifts of Travel (31 U.S.C. § 1353)

    b. Annual Freedom of Information Act Report (SECNAVINST 5720.42 (series))

    c. Annual Office of Government Ethics Reports (5 C.F.R. § 638.602(a))

    d. Quarterly Criminal Activity Reports (JAGINST 5800.9 series)

   e.   Gifts to Foreign Individuals (22 U.S.C. § 2694)

   f.   Section 803 Quarterly Privacy Compliance Reports

   g.   Gifts to the Navy Quarterly Reports (10 U.S.C 2601;
OPNAVINST 4001.1 (series))

N00P - PUBLIC AFFAIRS

Serves as principal advisor to CNETC in matters pertaining to
all aspects of public affairs as a function of command. Advises
and acts for NETC in the management of public affairs programs
in compliance with plans and policies of the DoD and DON.
Responsibilities include:

   1.   Researches, develops, designs, and implements public
affairs communication strategies and plans for Navy training
issues and programs in concert with mission requirements.

   2.   Advises CNETC on trends in public opinion, media
(including social media), and on national, state, and local
legislative bodies as they relate to naval training programs.

   3.   Exercises program control and oversight in the
management of public affairs programs. Provides policy,
strategic guidance, and limited public affairs production
support to NETC's subordinate commanders and their activities.

   4.   Establishes and maintains personal contact with the
public affairs offices for Chief of Naval Personnel (CNP),
Secretary of the Navy, Chief of Naval Operations (CNO), Chief of
Information (CHINFO), Office of Legislative Affairs, Fleet
Commanders, Congressional Press Offices, state and local
legislators' offices, NETC activities, and others as necessary.

   5.   Plans, directs, and executes media relations efforts at
the international, national, regional, and local levels to
convey complex information in support of DON education and
training programs, activities, and services. Serves as DON
public affairs spokesperson for issues relating to navy training
and education in coordination with CNP and CHINFO. Establishes,
maintains, and enhances effective working relationships with key
news media agencies. Initiates press releases, provides
responses to media inquiries, and arranges interviews with

subject matter experts. Organizes press conferences or media availabilities for significant navy training and education events. Coordinates media visits.

    6. Assesses and determines feasibility, availability, and participation of naval training assets for Hollywood productions and provides NETC recommendation to CNP and CHINFO. Coordinates tasking and implementation.

    7. Plans, directs, and executes NETC internal communication efforts advising internal Navy audience of available training and education programs to enhance fleet readiness and provide recognition and appreciation for NETC's role.

    8. Develops, edits, approves for release, and distributes news and feature material and visual information products about Navy training, its programs, and personnel for publication in Navy-wide or external commercial publications and other media. Provides training, guidance, and coordination for NETC subordinate activities.

    9. Plans, directs and executes public communication on the internet for NETC HQ. Functions as content manager of the NETC HQ public website. Provides policy oversight and approval authority for all content on subordinate activity public web pages. Manages HQ social media sites and provides oversight and advice to NEC subordinate activities on social media policy and procedures.

    10. Functions as content manager for the internal NETC HQ pages on My Navy Portal.

    11. Reviews for propriety, and promotes community outreach programs coordinated by NETC, and those initiated at NETC subordinate activities. This may include additional coordination via NETC Staff Judge Advocate and NETC Office of General Counsel for legal and Joint Ethics Regulation reviews.

    12. As speechwriter for CNETC, evaluates speaking requests for appropriateness and incorporates Navy and NETC initiatives and communication strategies.

    13. Performs scheduled inspections of, and assist visits to, the public affairs programs of lower echelon commands and

direct reporting navy training activities to ensure effectiveness and conformity with current policies and directives, as required or requested.

    14.   Prepares the annual NETC Command Operations Report.

    15.   Provides public affairs support for visiting dignitaries to NETC HQ.

N00V - DIRECTOR OF CIVILIAN HUMAN RESOURCES

Serves as advisor to CNETC for all civilian human resource policies, procedures, and programs with responsibility and authority for NETC activities. This includes the following areas: Recruitment and Retention; Employee Development; Performance Management; 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 Performance Management (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 division directors/special assistants (DD/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, NETC subordinate activities.

    5.   Coordinates the Total Force Manpower Utilization Board (TFMUB) to include new hires and compensation for new positions.

    6.   Serves as point of contact for a variety of civilian human resource related programs for the NETC HQ (i.e., Drug Free Workplace Program (DFWP), Telework, and Alternative Dispute Resolution (ADR)).

Enclosure (1)

N00X – SAFETY AND OCCUPATIONAL HEALTH AND TRAINING SAFETY

Serves as Special Assistant for Safety and Director of High Risk Training Safety (HR-TS) to CNETC. Advises Navy executive leadership regarding policies, goals, strategies, implementation and program development for the NETC domain and Navy-wide safety, health, and HR-TS issues. Represents and supports CNETC in the policy development, implementation, management, and administration of Occupational Safety and Health (OSH), HR-TS, Explosives Safety, Recreation and Off-Duty (ROD) Safety, Traffic Safety, and the Technical Training Platform Condition Assessment programs (TTP-CA). In coordination with Commander, Naval Safety Center and Chief, Bureau of Medicine and Surgery, coordinates incorporation of applicable provisions of OPNAVINST 5100.23 (series), and OPNAVINST 1500.75 (series), into the curricula of all appropriate training courses. Responsibilities include:

1. Oversight

    a. Provides policy, strategies, technical advice, guidance, and oversight to NETC subordinate activities for implementation of the NAVOSH Program, HR-TS Program, and TTP-CA programs. Interprets standards and regulations and develops or participates in developing new or revised standards when appropriate. Serves as the focal point within the command for all safety related programs.

    b. Ensures sufficient safety support is provided for all NETC subordinate activities.

    c. Develops and revises instructions and regulations applicable to the NETC mission by researching and implementing the latest developments in safety and occupational health through independent research and reviewing technical publications.

    d. Provides consolidated domain reports and data calls to upper Echelons.

    e. 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.

Enclosure (1)

f. Exercises authority to stop any operation that is of imminent danger to personnel, facilities, or property.

g. Performs inspections and surveys of all aspects of the facilities, equipment, and operations for which NETC has responsibility.

h. Maintains a comprehensive file control system that houses and tracks all official documentation of the NETC safety and health and HR-TS programs.

i. Interprets standards, regulations, policies, and procedures. Provides guidance when regulations are lacking and/or standards conflict.

2. HR-TS

a. Issues amplifying directives and policies and provides technical guidance and support to all NETC subordinate activities for managing and implementing a viable Training Safety Program that includes a process to evaluate the effectiveness and execution of HR-TS programs and associated requirements.

b. Uses Enterprise Safety Applications Management Systems (ESAMS) HR-TS Module executive summary and results of LS Triennial HR-TS Evaluations to provide a HR-TS self-assessment if requested by higher authority.

c. Pursues a HR-TS program that eliminates and/or minimizes the probability of mishaps and related injuries to students and staff during formal training.

d. Schedules and conducts triennial on-site evaluations of all traditional and non-traditional (contracted) HR-TS evolutions. Develop an annual evaluation schedule by 1 October of each fiscal year.

e. Implements processes that ensure a complete review and analysis of all new training evolutions that have risks associated, mobile training team courses, major modifications to previously identified high-risk platforms, and/or elements that introduce additional risk to all courses of instruction.

Enclosure (1)

f.   Analyzes mishap statistical data for all formal and
contracted training courses and ensure courses with statistical
irregularities and/or adverse trends are evaluated for possible
improvements to abate and/or minimize mishap occurrences.

g.   Interprets standards, regulations, policies, and
procedures, and provides guidance when regulations are lacking
clarity and/or standards conflict.

h.   Ensures standardization of HR-TS processes and
procedures when practical among all NETC subordinate activities.

i.   Ensures all high risk training platforms (small arms
ranges, firefighter trainers, swimming pools, confidence
courses, etc.) are properly evaluated for design and
application.

j.   Designates, in writing, a HR-TS Administrator in
areas that contain multiple LSs with different LCs.

k.   Ensures LC and/or course curriculum model managers
(C2M2) forward all new and change recommendations of High Risk
courses of instruction to NETC (N00X) for safety review and the
evaluation process. Evaluations of newly identified training
evolutions/courses, major modifications to previously identified
high-risk platforms, and/or elements that introduce additional
risk to existing training are conducted at the earliest stage
possible. This must be completed no later than the pilot phase
for new courses and prior to implementation for modifications to
existing training.

l.   Ensures routine inspections of all Technical
Training Platforms and associated technical training
equipment/facilities are conducted by each HR-TS LS.

3. Firefighting Training Safety

a.   Issues directives and policies and provide technical
guidance and support to all lower level Echelon commands for
managing and implementing a viable Firefighting Training Safety
Program that includes a process to evaluate the effectiveness
and execution of the program and associated requirements.

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

c.   Ensures an on-site evaluation of all firefighting training is conducted in conjunction with the HR-TS evaluations mandated in NETCINST 1500.13B, but at least once every 36 months.

4.   Occupational Safety and Health (OSH)

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

b.   Provides amplifying policy, technical advice, direction, guidance, and support on safety matters.

c.   Interprets safety standards and regulations and participate in developing new or revised standards, when appropriate.

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

e.   Solicits, collects, and analyzes safety related information, as required.

f.   Designates, in writing, Area Safety Professionals to provide advice and assistance to NETC activities within their geographical area.

5.   Enterprise Safety Management System (ESAMS)

a.   Promulgates ESAMS related policy.

b.   Designates an ESAMS Coordinator for the NETC domain. Assist in the development and approval process for specific duty tasks and assign access levels for subordinate activity administrators and personnel requiring access, as appropriate.

c.   Participates in the ESAMS Content Control Board annual meeting to bring forward relevant specific issues.

Enclosure (1)

d.   Provide assistance and training to subordinate activities, as needed.

e.   Evaluates ESAMS usage during triennial Safety and Occupational Health Management Evaluations (SOHMEs).

6.   <u>Safety and Occupational Health Management Evaluation (SOHME)</u>

a.   Conducts triennial SOHMEs to assess the effectiveness of every subordinate command's SOH Program.

b.   Promulgates a SOHME schedule to be released no later than 1 October of each year.

7.   <u>Traffic Safety Program</u>

a.   Ensures subordinate activities comply with the Navy's Traffic Safety Program.

b.   Ensures all direct reporting activities have an assigned Traffic Safety Coordinator (TSC) and Motorcycle Safety Coordinator (MSC) designated in writing by the activities Commanding Officer or Officer-in-Charge.

c.   Ensures subordinate activities who teach "A" schools provide initial traffic safety training for personnel under the age of 26.

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

8.   <u>On/Off Duty Mishap Investigations</u>

a.   Initiates a Safety Investigation Board (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 ESAMS, validated, and closed.

b.   Provides amplifying policy, guidance, and oversight as required or as OPNAV policy changes.

c.   Appoints a SIB Leader and other SIB members, in writing, for all Class A and B mishaps.

d.   Provides travel funding for all personnel assigned Class A/B mishap investigation duties.

e.   Ensures policy exists through NETC instruction which ensures all mishap types are entered into ESAMS, and Class A and B are also entered into Web Enabled Safety System (WESS) to ensure data availability.

f.   Initiates a SIB on all Class B and C Explosive Mishap Reports (EMR), define the SITREP initial endorsement chain, and assign due dates as described in OPNAV requirements.

g.   Initiates a SIB to investigate other selected mishaps deemed appropriate. This applies to any other mishaps or near mishaps that may reveal vital safety information.

h.   Monitors the status of corrective actions and recommendations assigned to subordinate units.

i.   Ensures reporting of all fatalities (regardless of method, i.e., suicide, homicide, murder, medical, etc.) to COMNAVSAFECEN.

j.   Ensures incorporation of mishap prevention, investigation, and reporting into the training requirements of training manuals, master training plans, or training guides, as appropriate.

k.   Serves as the appointing authority for mishaps involving more than one subordinate commander.

l.   Coordinates with COMNAVSAFECEN, echelon II commands, and other technical agencies in providing assistance to SIBs, when requested.

m.   Appoints all SIB members in writing. Ensures no one directly involved in a mishap, or having personal interest that might conflict with his or her objective and impartial performance of duties, serves as a member of the SIB. Members of the unit experiencing the mishap (including navy regions) shall not be appointed to the SIB.

Enclosure (1)

9. Personal Motor Vehicle (PMV) Mishap Investigations

   a. Provides amplifying policy, guidance, and oversight.

   b. Appoints a PMV Mishap Team Leader and Team Members, as applicable.

   c. Provides funding through DTS for all personnel assigned Class A/B PMV Mishap Investigation duties.

   d. Endorses the PMV-Mishap Investigation Report (MIR) and identify additional corrective actions, as applicable.

   e. Tracks completion of PMV-MIRs and all corrective actions.

10. Operational Risk Management (ORM)

   a. Provides amplifying guidance to enhance domain-wide safety posture.

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

   c. Provides uniform NETC-wide guidance for identifying areas where existing instructions, Standard Operating Procedures (SOPs), and command-specific applications or requirements shall be augmented with ORM.

   d. Establishes an ORM evaluation policy for subordinate commands using existing evaluation or inspection processes and periodicities. This shall include evaluating ORM in basic, advanced, integrated, and sustainment phases of unit and group training. OPNAV 3502/1 Evolution ORM Assessment Sheet is an example of an ORM evolution evaluation.

   e. Ensures ORM application training is tailored to pre-deployment unit and group training, operations, and exercises.

   f. Integrates the ORM processes and its application into fleet tactical training and Personnel Qualification Standards (PQS).

11. <u>Safety Awards</u>

    a. Provides policy and guidance covering submission criteria for NETC Excellence in Safety Award packages.

    b. Prepares and releases an announcement detailing award submission dates and any changes to award nomination criteria.

12. <u>Explosives Safety</u>

    a. Provides amplifying policy, guidance, and oversight of Explosive Safety Program throughout the NETC domain.

    b. Interprets standards, regulations, policies, procedures, and provide guidance when regulations are lacking clarity and/or standards conflict.

13. <u>Recreation and Off-Duty (ROD)</u>

    a. Ensures subordinate activities establish a command RODS program or participate in the CNIC host installation RODS program.

    b. Ensures subordinate activities comply with investigation reporting and recordkeeping requirements of RODS mishaps.

14. <u>Technical Training Platform Condition Assessment programs (TTP-CA)</u>

    a. Conducts triennial TTP-CAs.

    b. Promulgates a TTP-CA schedule to be released no later than 1 October of each year.

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

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

1. Acts as NETC point of contact for all USMC matters. Advises and assists CNETC, CNSTC, and Director, Officer Development (NSTC OD) in all matters related to USMC issues.

2. Advises HQMC of NETC training matters of interest concerning USMC.

3. Maintains liaison with NETC and NSTC staff.

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

5. Serves as the NSTC (OD) Assist Visit Team Leader for all NROTC Units.

6. Negotiates USMC billet assignments for Marines assigned to NSTC (OD) and NROTC Units.

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

SECTION III
DIVISION DIRECTORS

N1 - TOTAL FORCE MANPOWER

Develops policy, coordinates functions, and conducts oversight of Manpower/Manning, Integrated Planning and Analysis, and Total Force Manpower Optimization for the Naval Education and Training Command (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 Department of the Navy (DON).

N1R - NAVAL RESERVE INTEGRATION

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

1. Act as NETC point of contact for the Office of the Chief of Naval Operations (OPNAV) (N095); Commander, Navy Reserve Force; Commander, Naval Reserve Forces Command; Navy Personnel Command (PERS-4G2); and other Department of Defense (DoD)/Navy activities on Naval Reserve training matters.

2. Serve as senior Navy Reserve Operational Support Officer (OSO) within NETC BSO with oversight of Active Duty for Training (ADT) funding, Inactive Duty Training Travel (IDTT) funding, management of additional drills (Reserve Management Periods (RMPs)/Additional Training Periods (ATPs)), and associated sub-allocation to subordinate activities.

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

4. Monitor Naval Reserve training program execution by subordinate HQ/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 in accordance with the OPNAVINST 1000.16 (series). Maintains the Commercial Activities/Inherently Governmental Inventory, identifies potential billets for study, monitors progress of ongoing studies, submits required study documentation to Chief of Naval Operations (CNO) (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 and OPNAVINST 4860.7 (series) for the NETC domain.

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

    4. Conducts the Shore Manpower Requirements Determination Program (SMRDP) for Manpower BSO 76. Coordinates SMRDP efforts with CNO (N12), Navy Manpower Analysis Center (NAVMAC), and subordinate commands.

    5. Develops manpower models and maintains staffing standards for NETC functions.

    6. Validates manpower issues submitted by subordinate activities.

    7. Performs duties as the Echelon II Alcohol and Drug Control Officer. 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 Subject Matter Expert (SME) support to NETC N00G in reviewing applicable processes during Area Visits.

    8. Serves as Echelon II program manager for the Service Treatment Record (STR) program. Ensures NETC domain compliance with policy for the proper transfer of medical and dental records of transitioning Navy active and reserve service members to the Department of Veterans Affairs.

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, 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/ 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/NEOCS changes.

    8. Recommends enlisted requisition priority for Career Management System – Interactive Detailing (CMS-ID) override requests to Manning Control Authority. 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 UICS, within NETC.

12. Coordinates the Individual Augmentation (IA) Program (Military) in support of OPNAV and upper Echelon commands to meet combatant command IA requirements.

13. During Personnel Accountability Exercises, or in the event of a natural or man-made disaster, ensures domain personnel are accounted for in the Navy Family Accountability and Assessment System (NFAAS) and that mustering progress is reported to CNETC. Coordinates with the Chief of Naval Personnel and Commander, Naval Installations Command as the NETC Echelon II representative for mustering requirements. Ensures contact information in NFAAS is kept current and validated semi-annually.

14. Tracks Personnel Tempo (PERSTEMPO) 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.

N13 – INTEGRATED PLANNING AND ANALYSIS

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

1. Develops NETC total force manpower strategy.

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

Enclosure (1)

3. Integrates NETC total force manpower changes as directed by the Program Objective Memorandum (POM).

4. Performs Intelligent Workbook analysis, data entry, and maintenance.

5. Reviews and updates mission, functions, and tasks statements for all NETC Echelon III activities.

6. Coordinates with other NETC staff to ensure total force budgeting/execution stay aligned to total force management strategic goals.

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

8. 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.

N13A – COMMAND CLIMATE SPECIALIST (CCS)

Serves as the NETC subject matter expert and program manager/advisor. Point of contact to the Navy Sexual Harassment Prevention and Equal Opportunity Office (OPNAV N173). Monitors the domain's implementation and adherence to Navy policies and programs. Responsibilities include:

1. Liaise between NETC, OPNAV N173, and The Defense Equal Opportunity Management Institute (DEOMI) to develop and maintain Navy service specific training and curriculum and formal Command Managed Equal Opportunity (CMEO) program manager training.

2. Oversees and evaluates Echelon III and direct reporting Commanders compliance with program responsibilities and annual reporting requirements.

3. Monitors headquarters and subordinate command's Equal Opportunity/Sexual Harassment (EO/SH) and Hazing messages for applicability, timelines, and status.

4. Reviews all direct report subordinate command's informal and formal administrative EO/SH and Hazing complaints to ensure complete investigation and fair adjudication.

5. Coordinates administrative actions with Staff Judge Advocate, Inspector General, staff assistants, and EEO Officer, as necessary. Conducts onsite reviews of subordinate commands and ensures compliance with applicable SECNAV, OPNAV, and NETC EO instructions.

6. Monitors NETC domain EO climate assessments, ensures Echelon II and III reviews and retains applicable executive summaries and historical files.

7. Conducts visits to validate program, provide assistance, and engage with Echelon II and subordinate activity leadership, as necessary.

8. Ensures subordinate activity CCS and CMEOs receive up-to-date guidance and training.

9. Screens prospective CCS candidates as needed. Communicate NETC CCS billet priorities to Navy EO Office.

10. Coordinates with OPNAV N173 to conduct annual face-to-face certification summit.

11. Ensures all EO training reflects current policy and includes instructions on understanding accountability and report processing responsibility, informal and formal resolution options, characteristics and prevention of harassment and unlawful discrimination, and the relationship between leadership and professional command climate.

12. Conducts an annual review of subordinate commands EO programs through executive summary submissions, complaint trends, and non-compliant program findings. Submits a command executive summary to OPNAV N173 explaining the status of their program, identifying areas of concern and program strengths, and establishing plans to remedy or determine way forward.

13. Serves as Command Individual Augmentee Coordinator, acting as liaison with the Ombudsman in support of 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 force structure billets and the sustainment training for which NETC is responsible. This scope includes recruiting, selection and classification/reclassification, and assignment of all skills training received up to arrival of first permanent duty station. Responsibilities include:

1. Develops and communicates the NESC objectives and goals.

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

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

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

5. 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.

6. Develops and proposes updates to NESC policy.

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

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

9. Leads the Enlisted Accession Demand Planning (ADP) process to produce initial and revised current and future years enlisted accession plan.

10. 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 teambuilding with all NESC stakeholders.

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

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

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

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

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

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

8. Monitors enlisted accession production and expedites student movement through the initial skills training pipelines.

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

10. Identifies policy gaps between NESC organizational stakeholders and develops and promulgates appropriate

directives, written guidance and procedures to correct inefficiencies.

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

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

     13. 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.

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

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

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

     17. Allocates school quotas for all initial skills training.

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

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

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

     21. Collects, displays and analyzes standardized operational level, end-to-end MPT&E enlisted accession metrics

ensuring full visibility of all segments of the NESC at the product line level.

22. Monitors NETC Learning Center planning and production. Identifies MPT&E and fleet supply chain constraints, coordinates actions, and provides mitigation options.

23. NETC representative for Fleet and Enterprise working groups on matters related to execution year training production and emergent requirements.

24. 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.

25. Serves as Enlisted Accession Demand Planning (ADP) co-lead. Performs NESC accessions planning and execution analysis to assist leadership in making informed recruiting and training execution decisions.

26. 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.

27. Monitors CeTARS class schedule loading per OPNAVINST 1500.47 and enforces compliance.

28. Provides Learning Centers with guidance and support on training mitigation solutions to meet plan changes imposed by policies and leadership decisions.

N32 - PLANS DIVISION

Maintains oversight responsibilities for long-term and short-term NESC requirements to determine push-pull demand signals. Facilitates out-year planning process inputs and leads integration efforts for in-year execution changes. Responsibilities include:

1. Acts as liaison and primary point of contact for warfighting enterprises and other domain providers on the status

of and issues involving the accession, production, and procedures of the NESC.

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

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

4. Performs trend analysis to project accession production loss rates including reclassification and attrition rates.

5. Collaborates with N5 to identify innovative and relevant accession production data analysis and integration tools.

6. Produces, maintains and refines the recruiting reconciliation tool.

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

8. Identifies and communicates NTQMS functional requirements.

9. Schedules and leads A and C school production alignment conferences (PACs) for all ratings.

10. 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.

11. Updates and distributes, as needed, inventory and production tools and reports to enhance production line manager capabilities.

N33 - ACCESSION DISTRIBUTION

Executes NESC distribution policies in the placement and detailing of active and reserve Professional Apprentice Career Track (PACT) and first term Sailors commencing with recruit training through initial and advanced skills training and ending

with their return to initial skills training or first fleet duty station respectively. Responsibilities include:

1. Executes the distribution policies and goals critical to efficient fleet manning through assignment of first term Navy enlisted personnel commencing with recruit training, advancing through initial and advanced skills training, and ending with first fleet duty station. Exceptions include all enlisted accession distribution functions assigned to ratings controlled by PERS-403.

2. Participates in TRM PAC, C-PAC and E-PAC 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.

3. Coordinates and controls all enlisted accession distribution actions to satisfy the fleet accession requirements as determined by the Manning Control Authority (MCA).

4. Monitors allocated permanent change of station (PCS) and temporary duty under instruction (TEMDUINS) funds; coordinates funding requirements and budget execution with Navy Personnel Command (PERS-45).

5. Assesses NESC policies and IT systems, and identifies potential solutions to improve efficiency and effectiveness of distribution processes.

6. 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.

7. Manages and administers a budget for the distribution of first term Sailors.

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

9. Advises the division director on all matters relating to NESC first term Sailor distribution policy and guidance.

10. Distributes lateral and force conversions, reclassification actions of recruit and "A" school training attrition, and Professional Apprentice Career Track (PACT) Sailors in support of MCAs and operational needs of the Navy.

11. 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 (i.e. CeTARS entries, availability submission, accession orders requirements, screenings, transfers) negatively impacting production. Develops guidance, policy and processes to aid student flow. Responsibilities include:

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

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

3. Prepares Action Reports identifying Personnel Security Investigation process deficiencies and provides recommendations for corrective actions.

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

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

6. Works with personnel security investigative and adjudicating agencies to obtain information and to resolve issues.

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

8.   Serves as central point of contact for any Learning
Center or NESC-identified student management issues that impact
the supply chain.

9.   Provides oversight and guidance of TSC quota management
processes.

N4 – LOGISTICS

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, Global Shore Infrastructure Plan (GSIP),
and Electronic Classrooms; Supply and Logistics;
Antiterrorism/Force Protection; and Naval Education and
Training Command (NETC) Headquarters First Lieutenant.

N41 – LOGISTICS/SUPPLY

Responsible for the management and oversight of logistics
programs for the Manpower, Personnel, Training and Education
(MPT&E) Enterprise and NETC, including:

1.   Contracting Officer's Representative (COR) for the
administrative support service contract

2.   Service Requirements Review Board (SRRB)

3.   Contracting Support

4.   Defense Property Accountability System (DPAS)

5.   Government-wide Commercial Purchase Card (GCPC)

6.   Government Travel Charge Card (GTCC)

7.   Interfaces with Defense Logistics Agency (DLA) and Naval
Supply Systems Command (NAVSUP)

8.   NETC Headquarters Staff Supply

9. Printing

10. Small arms and conventional ordnance and explosives

11. Strategic Sourcing Board

12. Transportation Account Codes

13. NETC Organizational Defense Travel Administrator (ODTA)

14. Serves as an advisor to MPT&E/NETC on supply and logistics issues.

15. Represents MPT&E/NETC's supply and logistics interest at meetings, conferences, and related forums.

16. Responsible for management and oversight of logistics programs for the MPT&E Enterprise and NETC, including:

    a. Program oversight of the Defense Acquisition Workforce

    b. Defense Acquisition Workforce Improvement Act (DAWIA) training requirements for NETC

    c. Acquisition Planning and Execution Support

    d. Procurement Analysis

    e. Governance/Compliance

    f. Contract Requirement Reviews

17. Serve as a resource to the NETC Domain activities to provide assistance and advice on acquisition programs, processes, and functions as follows:

    a. Program oversight of the DAWIA training requirements for NETC activities.

    b. Procurement Analysis. Coordinates with financial, resource, and program managers to evaluate projected spend, target consolidation when appropriate, and develop Multiple Award Contracts for enterprise wide use.

c. Acquisition Planning and Execution. Develops long term acquisition strategies that are efficient and cost effective; matches requirements with best contract servicing agency; liaisons with the applicable servicing contract office to facilitate award of special interest or complex acquisitions.

d. Governance/Compliance. Develops and disseminates acquisition guidance and instructions; provides advice, recommendations, samples, LC/LS tools, and templates; develops unique contract provisions in support of Navy training systems; conducts contract requirements reviews; assists with IG/internal audits.

e. SRRB. Assist NETC activities with the establishment of an internal SRRB program for contracted requirements to ensure that critical issues are reviewed and approved during the acquisition planning cycle. Identifies high interest, high visibility requirements for a higher level review through a structured contract requirements review process. Supports internal acquisition planning and review procedures for contract requirements to ensure compliance with applicable regulations, promote competition to the maximum extent practical, and ensures the government receives quality supplies and services.

18. Reviews requests for printed materials, ensures funds are available, prepares printing requisitions, and executes purchase. Reviews monthly statements, verifies charges and funding codes, and corrects discrepancies.

19. As ODTA, assists with overall DTS administration for the site, reviews and processes travel requests, travel orders, travel vouchers, and settlements to ensure compliance with travel regulations. Provides training to staff travel coordinators, authorizing officials, and travelers.

N43 – TRAINING READINESS

Supports the Division Director by providing management and oversight of the following programs in support of MPT&E/NETC Echelon III commands, LCs, TSCs, and LSs; 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 inventory planning, and environmental compliance and encroachment programs. Responsibilities include:

    1. Manages and directs the MPT&E/NETC Facilities Support Program, BRAC, GSIP, and ITRO facilities support.

        a. Provides technical engineering evaluation and advisory services to MPT&E/NETC Echelon III commands to align and upgrade facilities to meet new and updated fleet training requirements. Coordinate facilities and BOS requirements with Commander, Navy Installations Command (CNIC) regional commands, Naval Facilities Engineering Command (NAVFACENGCOM), and other host services.

        b. 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.

        c. Monitors mission readiness condition of MPT&E/NETC facilities and evaluates the quality and quantity of training facilities. Coordinates recommended improvements with CNIC Regional commands.

        d. Establishes and maintains baseline of facilities information for all MPT&E/NETC facilities for evaluation and analyses. Plans and directs site visits to assess the capacity, condition, configuration and location of facilities.

        e. Provides technical advisory and consulting services, and advises CNIC regions of BOS requirements for NETC organizations.

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

        g. 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.

     h.   Serves as the NETC administrator for BRAC and manages BRAC planning, coordination, and execution for NETC. Coordinates BRAC data call requirements with NETC Echelon III commands, former host installations, and training sites. Provides NETC Echelon II 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.

     i.   Coordinates, manages, and directs the development of GSIP and TSIPs with MPT&E/NETC Echelon III commands. Coordinates and partners with NAVFACENGCOM 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.

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

     k.   Serves as liaison between MPT&E/NETC and Commander, U.S. Fleet Forces Command, Warfare Enterprises, and other providers to ensure training facilities and support requirements are clearly identified.

     l.   Reviews and approves NETC annual input to Navy Base Loading System and Base Reporting System. Coordinates collection and submission of student data with Echelon III commands to ensure data is accurately reflected in the reporting systems.

     m.   Acts as Navy's facilities representative on the ITRO Facilities Analysis Committee.

  2.   Manages and directs MPT&E/NETC Special Projects and MILCON programs. Specifically:

a.   Coordinates inputs from MPT&E/NETC activities and formulates MPT&E/NETC MILCON and Special Projects priorities for training, student berthing, and other support projects. Works with NETC Echelon III commands, regional commands, NAVFACENGCOM, CNIC, and Office of the Chief of Naval Operations (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 MPT&E/NETC commands to ensure proposed MILCON and Special Projects programs satisfy requirements.

b.   Develops Integrated Priority List (IPL) of facility projects for review and concurrence of NETC. Submits IPL to CNIC and acts as proponent for MPT&E/NETC facility requirements.

c.   Represents MPT&E/NETC annually at regional MILCON and Special Projects Review Boards to act as MPT&E/NETC proponent for facility projects.

d.   Monitors and reports progress of annual MILCON program through Comptroller of the Navy (NAVCOMPT), DoD, and Congressional review process. Provides supplemental information and reclamas as required.

e.   Coordinates with MPT&E/NETC commands to ensure required training and support collateral equipment (CE) relocation and procurement are funded. Coordinates with CNIC to ensure all initial outfitting CE requirements for training activities MILCONs are considered and funded.

f.   Serves as a voting member of the Navy's Shore Mission Integration Group (SMIG) Working Group and MPT&E proxy member of the SMIG to develop and implement the Navy's shore infrastructure investment strategy.

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

4.   Manages and directs Environmental Compliance Programs.

a.   Monitors all mission-related actions for Environmental Compliance Programs, including the National

Environmental Policy Act (NEPA), as well as supporting Joint
Land Use Studies (JLUS), and Encroachment Action Plans (EAP) to
deter or mitigate encroachment on NETC training.

     b. Identifies and/or develops standardized procedures
and training for recurring environmental compliance
problems/needs. Assesses and monitors activity compliance
through periodic site visits and other agency audit/inspection
reports.

     c. Assists NETC Echelon III commands in the
development/updating of environmental program management
procedures and provides technical advice on resolution of
specific environmental issues/problem areas and technical review
of compliance projects.

N45 – ANTITERRORISM (AT)/EMERGENCY MANAGEMENT(EM)

Supports the Division Director by providing Antiterrorism
Officer (ATO) and Emergency Management Officer (EMO) functions
for the NETC domain. Responsible for policy, oversight, and
implementation of the NETC Headquarters and domain Emergency
Management (EM) and Antiterrorism (AT) programs. Provides the
NETC Headquarters First Lieutenant functions. Responsibilities
include:

    1. Serves as advisor on all Law Enforcement (LE), facility
physical security, AT, and EM matters.

    2. Coordinates with OPNAV and Echelon III commands in the
planning and implementation of LE, Facility Physical Security,
AT, and EM Programs.

    3. Serves as Security Officer for the NETC staff by
providing facility physical security and LE functions. Monitors
criminal activity trends, liaisons with base security personnel,
Naval Criminal Investigative Service (NCIS), local and federal
law enforcement agencies and attends or convenes required AT and
EM working group meetings.

    4. Serves as Command Continuity of Operations (COOP)
Coordinator, responsible for planning, coordinating, and re-
establishing staff Mission Essential Functions (MEFs) in the
event of a natural or manmade COOP event.

a.   Coordinates the development of NETC staff and domain instructions for all AT, EM, Facility Physical Security, and COOP programs.

b.   Advises NETC leadership on Emergency Action Plan (EAP) and COOP execution requirements. Schedules and conducts staff training and briefings on EAP and COOP requirements and actions.

c.   Provides advice, guidance, and oversight for COOP development and execution by NETC Echelon III and IV commands.

5. Responsible for maintenance and upkeep of NETC Headquarters facilities as the First Lieutenant.

a.   Coordinates maintenance and upkeep of NETC Headquarters buildings and grounds. Coordinates and tracks work requests. Maintain liaison with the installation Public Works Department.

b.   Coordinates telephone services and repairs within the NETC Headquarters building.

c.   Coordinates, assigns, and monitors staff parking.

d.   Supervises and manages the Federal Inmate Work Release Program.

e.   Coordinates setup of audio and support equipment for retirements, award ceremonies, All Hands Calls, and other appropriate events.

f.   Provides transportation support for staff personnel.

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

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

i.   Manages space allocation and assignments within NETC Headquarters.

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6. Provides receptionist services for the NETC Quarterdeck. Issues access badges for visitors.

7. Program Common Access Cards into the security system for permanently assigned staff personnel.

8. Monitor and maintain facility physical security equipment.

N5 – STRATEGY, INNOVATION, AND VOLUNTARY EDUCATION

Principal advisor to the Commander, Naval Education and Training Command (CNETC) and NETC activities on strategic planning, corporate metrics management and analytics, education, interservice training programs, innovation, and science and technology (S&T)/research and development (R&D) program. Through coordination of the NETC Strategic Plan, works to integrate the POM process, aligning dollars to strategy, and drives execution through the NETC annual Integrated Business Plan (IBP). Principal point of contact with the Office of the Chief of Naval Operations (CNO) on strategic planning, the execution of the Navy's education and development programs, and S&T/R&D strategy and programs.

N51 – STRATEGIC PLANNING, FUTURE CAPABILITIES, AND TRAINING EFFECTIVENESS

The Strategic Planning, Future Capabilities, and Training Effectiveness branch manages the NETC Strategic Management Process, which entails strategic planning, strategic communication, and implementation, and is the process of identifying and executing NETC's strategic plan in support of CNETC. Implementation is conducted through the annual IBP. IBP performance is evaluated to assess progress toward the strategic objectives. The branch provides 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 training and education mission. It drives a culture of process improvement and evaluation through continual innovation and the systematic measurement of performance, effectiveness, and progress. The metrics framework and key performance indicators are developed through broad collaboration across the NETC

organization and major functional areas. The branch is NETC's liaison and voice with research entities, system commands, TYCOMs, academia, and industry encouraging and enhancing innovations that will benefit Navy training and education. Responsibilities include:

1. Manages the NETC Strategic Plan in support of CNETC. Provides command-wide guidance and support for strategic planning and associated processes.

2. Coordinates the NETC Annual IBP for CNETC. Measures the achievements of IBP strategic and program objectives by evaluating outputs and outcomes against established targets and alignment with the NETC Strategic Plan.

3. Produces the NETC Annual Report. Intended for both internal and external distribution, this publication documents the results of the NETC's annual IBP, and provides a compilation of key fiscal, manning, and operating information, and innovation efforts for the previous fiscal year.

4. Serves as the primary NETC point of contact to OPNAV for strategic management efforts, to include command and performance metrics.

5. Manages the development and implementation of NETC Training and Education corporate and command-wide metrics. Provides NETC and the domain with expertise in analyses and assessments of training effectiveness, new and emerging learning technologies, and training operation.

6. Coordinates maintenance and development of all analytic tools and models used within the NETC Headquarters and NETC activities.

7. Establishes and coordinates the functional requirements and leads the development of all efforts to automate analytic functions, to include the capture and utilization of data, for the NETC Headquarters and activities, working in collaboration with the appropriate NETC code or organization.

8. Maintains configuration control and controls release of training and education metrics and data information sent or distributed outside of the NETC organization.

9. Provides training, demonstrations, and orientations on the software and technology used to display performance metrics.

10. Serves as the Program Manager for the Enterprise Performance Management (EPM), NETC's business intelligence tool that provides broader analytic capabilities making relevant information available enabling leadership to make effective business decisions. This includes oversight and management of the contract to provide technical support and project prioritization. Crafts annual statements of work, certifies monthly contractor status reports and hours expended, and monitors annual funds to ensure funding availability for the contract period.

11. Builds and coordinates innovation as a core activity across the NETC domain. Submits annual budget, establishes contract vehicles and manages projects that enables dynamic discovery of capabilities in support of rapidly changing fleet requirements, coordinating with internal NETC codes and external commands as required.

12. Spearheads initial review of innovative learning ideas, emerging learning solutions and technologies or new science of learning strategies for alignment of resources and applicability across the training and education enterprise.

13. Liaisons with industry, academia, federally funded research and development centers, University affiliated research centers, the Federal Lab Consortium, Office of Naval Research (ONR), Advanced Distributed Learning CoLab, Naval Postgraduate School (NPS), Systems Commands (SYSCOMs), Human Systems Community of Interest, and other outside agencies where alignment of resources creates efficiency.

14. Coordinates and advises on RDT&E investments, including Future Naval Capabilities (FNCs), Advanced Technology Demonstrations (ATDS), Joint Capability Technology Demonstrations (JCTDs), Technology Transition and Open Architecture.

15. Executes the NETC Science and Technology/Research and Development Program for NETC. Conducts technical activities with military departments, academic and industry stakeholders to

identify solutions for known training and education gaps. Evaluates technology maturity, compatibility, and transfer issues during each stage of the R&D Training Readiness Level process. Provides S&T investment strategies and aligns resources that clearly link to NETC, CNO, DON, and DOD Level priorities.

16. Develops and coordinates funded S&T/R&D proposals with research entities and other appropriate NETC domain organizations. Monitors performance and evaluates S&T/R&D projects funded within the NETC domain to assess whether resource allocation is effective and expected deliverables are achieved.   Writes funding requests and POM inputs for future year funding of projects selected for transition. Oversees the transition plan to move successful research efforts into production and develop a program of record.

17. In coordination with DON Sexual Assault Prevention and Response Office (SAPRO), provides support to survey accession students to collect relevant information on attitudes and perceptions, command climate, and Sexual Assault circumstances. Reviews and analyzes the data generated by the survey and provides analytic support to Learning Center/Site personnel .

18. Directs the NETC training effectiveness management program. Serves as the Program Manager for the Learning Assessment System (LAS), and as Co-Chairman for the LAS Configuration Control Board (CCB).

19. Develops and executes an internal training effectiveness program by establishing an assessment framework to measure individual performance and transfer of knowledge and skills to performance on the job.

20. Works with fleet to establish optimal performance standards and methodology within the training effectiveness management program to ensure training content is relevant and timely.

21. Serves as the principal NETC liaison to collaborate with industry and academic institutions to develop and execute NETC Innovation Plan.

22.   Coordinates the NETC Training Excellence Award (TEA) Program.

23.   Serves as the Program Manager for the Training Paths Module in CeTARS and the Training Path association process in FLTMPS. Responsibilities include but are not limited to: configuration control, user role management, business rule management and data integrity monitoring.

N52 – EDUCATION AND DEVELOPMENT/INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO)

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. Provides guidance for Interservice training as the Navy's direct liaison with other military services and U.S. Coast Guard. Responsibilities include:

1.   Primary point of contact (POC) for program analysis and responses to higher authority queries concerning NETC education and development programs.

2.   Integrates education issues for POM cycles.

3.   Guides future Learning and Development Strategies, Programs, and Planning.

4.   Serves as NETC Program Manager (PM) for Advanced Education and Officer Short Courses (OSAG KS). Provides oversight of Officer and Enlisted Education Program execution and approval/disapproval of Graduate Education Voucher Program extensions and all Advanced Education Voucher Program waivers.

5.   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 the U.S. Navy Bureau of Medicine and Surgery.

6.   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.

7.   Provides guidance for the execution of on-base partnerships with educational institutes including Service Members Opportunity Colleges Navy.

8.   Serves as the Navy's Overseas Student Program Manager. Liaises with the students, embassies/attachés, component commanders, universities, fleet support office, personnel from Navy Installations Command, Navy Personnel Command, and OPNAV on all aspects involved with the graduate and Foreign War College students studying abroad. Coordinates with component commanders on administrative and funding matters.

9.   Acts as the Subject Matter Expert (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/or experience requirements.

10.   Supports OPNAV on Navy Language, Regional Expertise, and Cultural Awareness strategic implementation plan development, issue shaping, and MPT&E integration.

11.   Serves as NETC SME for program oversight and coordination of Navy Credentialing and United Services Military Apprenticeship Programs (USMAP).

12.   Acts as NETCs staff liaison to Office of the Secretary of Defense, Office of Veterans' Affairs, Department of Labor, OPNAV, Center for Information Dominance/Navy Credentialing Office, and Naval Education and Training Professional Development Center (NETPDC) on Navy Credentialing and USMAP Programs.

13.   Serves as lead Action Officer for the Flag/Senior Executive Services Planning Board for Training chaired by Commander, NETC.

14.   Serves as primary NETC POC to support the strategic implementation, development, issue identification, and MPT&E integration for the Sexual Assault Prevention and Response Program (SAPR).

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    15. Serves as the NETC Action Office for the U.S. Fleet
Forces Command (USFF) SAPR Task Force Executive Steering
Committee.

    16. Serves as the Workforce Development Data Steward,
working in concert with the MPT&E Enterprise Architect, data
stewards, technical advisors, business line leads, cross
functional integrators, and project teams in support of the
MPT&E Enterprise Data Management Program.

    17. Provides subject matter, functional, and analytic
expertise in Workforce Development information systems and
associated business rules and processes to support MPT&E
enterprise information management and domain governance,
Workforce Development functional governance, and training and
education management systems integrity. Coordinates with and
fosters cooperation among business lines, process owners,
technical service providers, and business intelligence/analytics
providers to resolve business problems created by data quality
or semantic issues.

    18. Serves as Workforce Development SME on matters related
to training and education enterprise data.

    19. Serves as NETC Operational Activity Lead and Program
Manager for "My Education" suite of applications. Co-Lead on My
Education Configuration Control Board. Ensures applications
comply with the Federal Information Security Management Act.

    20. Serves as primary advisor to NETC on all Interservice
Training Review Organization (ITRO) issues and to MPT&E on all
ITRO matters. Participates and collaborates on various ITRO
committees.

    21. 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.

    22. Monitors and evaluates the progress of interservice
reviews and actions assisting Navy representatives on Quick Look

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Groups and Detailed Analysis Groups, as necessary, to ensure proposed consolidated and collocated interservice training meets Navy training requirements and standards.

    23. Works with resource, 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.

N53 – READY RELEVANT LEARNING (RRL) PROGRAM MANAGER

Serves as principal advisor to CNETC in all matters pertaining to RRL. Primary liaison between CNETC and USFF RRL Executive Agent's Program Management Team and associated working groups.

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

    2. Manages NETC HQ and assigned Learning Center support staff in daily execution of RRL work, which includes coordination with NETC HQ Divisions, Naval Air Warfare Center-Training Systems Division (NAWC-TSD), and USFF.

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

    4. Establishes, maintains, and enhances effective working relationships with USFF, NAWC TSD, NETC Staff, and all groups involved in the execution of RRL.

    5. Creates, reviews and tracks POA&M timeline associated with the execution of NAWC TSD processes as it pertains to Knowledge Capture (KC), Rating Domain Analysis (RDA), Media and Fidelity Analysis (M&FA), Functional Requirements Determination (FRD), Content Re-engineering, and Course Implementation.

    6. Coordinates with NETC and fleet stakeholders to assess and determine feasibility, availability, and use of training assets, and provides recommendation to CNETC for tasking and implementation of re-engineered content.

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

8. Manages the performance, training, and travel of NETC RRL Team members.

N6 - INFORMATION MANAGEMENT/COMMAND INFORMATION OFFICER (CIO)

Principal advisor to CNETC and NETC commands for all aspects of Information Management (IM) and Information Technology (IT). Manage NETC's IM/IT processes in the areas of operations and infrastructure, capital planning and acquisition/Navy Marine Corps Intranet (NMCI), portfolio management, electronic classrooms, and information assurance. Serves as the NETC focal point for analyzing and coordinating current and emergent IM/IT issues. Participates in various enterprise-level IM/IT working groups, boards, and councils. Designated Echelon II CIO with additional reporting relationship to the Department of the Navy (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 Program of Record point of contact and primary management interface with other program managers, MPT&E, functional governance boards, and other higher echelon commands. Responsibilities include:

1. Provide oversight to NETC activities in the implementation and management of IM/IT to ensure processes are efficient and effective in the support of training and education.

2. Evaluate proposed policy changes for impact to NETC strategic direction. Align and fully integrate organizational IT strategy with the overarching DON IM and IT strategic plan.

3. Manage and coordinate enterprise IT programs/initiatives mandated/directed by higher authority.

4. Ensure 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. Establish and maintain liaison between NETC and external IM/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/to 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/MIT 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. IT Budget and Manpower Analysis

   a. Conducts program reviews of IM/IT programs concurrent with POM and PR resource sponsor programming cycles.

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

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c. Develops and submits IT budget exhibits. Ensure IT systems for which funding is requested are compliant with statutory, regulatory, and Defense Business Transformation requirements.

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

e. Provides IT workforce analysis and reporting for use by various NETC departments.

2. IT Financial Execution and Auditing

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

b. Represents NETC customers in service level agreements and contract discussions.

c. Coordinates and oversees the Defense Business Transformation (DBT) certification process.

d. Monitors IT spending and approves Information Technology Purchase Requests (ITPR)

e. Monitors and manages Enterprise Service Level (ESL) Agreements for software.

3. Contract Management and Procurement

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

b. Coordinates and manages the requirements definition and estimation processes for contract and procurement actions supporting the education and training IT enterprise; includes the preparation of all necessary documentation for use by the Contracting Office to secure required services.

c.   Provides contract and procurement-related analysis
and reporting in support of OSD Budget Estimates; POM
submissions; and Mid/End of year fiscal reviews.

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

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

N62 – IT BUSINESS OPERATIONS

Responsible for the oversight and control of IT applications for
all users within the training command organization by
communicating the status of the implementation and execution
process. Responsible for effective management and compliance of
the NETC IM/IT portfolio per requirements of DON-authorized data
repositories. Provides migration strategies of IT systems and
the oversight of core training and education (T&E) operational
activities and business processes which comprise the Navy
Business Enterprise Architecture (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 MPT&E T&E IM/IT governance
for NETC activities. Responsibilities include:

1. Portfolio Management

a.   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.).

b.   Serves as the Echelon II 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.

c.   Reviews, validates, and maintains data in the
Department of the Navy Application and Database Management
System (DADMS) and Department of Defense Information Technology
Portfolio Repository Department of the Navy (DITPR-DON)
databases. Facilitates, reviews, and manages the registration
of commercial and government owned off-the-shelf (COTS/GOTS)
software and the application associations on Next Generation
Enterprise Network (NGEN) or NETC Training Network (TRANET).

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

e.   Coordinates and conducts formal DITPR-DON Annual
Reviews to obtain approval for continued operation on the DON
networks.

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

g.   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.

h.   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 FRB support team which coordinates with
Functional Managers to review current workload and establish
priorities for FRB review.

i.   Performs NETC FRB issue management. Prioritizes
IM/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.

j. Develops policy for production data management and supply chain execution to align and standardize with MPT&E and NETC strategic goals and objectives.

2. Project Management

a. Conducts and/or coordinates IT projects, Continuous Process Improvement (CPI) and formal Business Process Reengineering (BPR) efforts, system analysis, special projects, capability gap analysis, economic analysis, cost/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.

b. 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/or IT roadmap development.

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 Information Systems (IS) and services (e.g., network operations, data facility, application services, data services, web services, and enterprise services), inclusive of site infrastructures. Serves as the CIO's principal advisor/advocate for United States (US), DoD, DON, and other Echelon I or Echelon II liaisons on all CS matters affecting operational security for Confidentiality, Integrity, and Availability (CIA). 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. Risk Management Framework

a.   Serves as the Echelon II Reviewer for all NETC Assessment and Authorization (A&A) submissions for assessment/ reassessment and annual assessment reviews.

b.   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.

c.   Establishes, maintains, and manages NETC Information Assurance Control (IAC) inheritance strategies per Federal, DoD, and DON policies.

d.   Establishes and manages policies and guidance for operational and infrastructure Electronic Spillage (ES) and incidents.

2.   Auditing and Compliance

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

b.   Establishes and maintains auditing criteria, objectives, and expectations and coordinate metric reporting for compliance mandates including Privacy data assessments and compromises, IA Vulnerability Management (IAVM) compliance, Communications Tasking Orders (CTO), NAVADMINS and/or Naval Messages, and WARNORD/TASKORD.

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

d.   Coordinates NETC Command Cyber Readiness Inspection (CCRI), Cyber Security Inspection Command Program (CSICP) Federal Information System Controls Audit Manual (FISCAM), Naval Audit Service (NAVAUDIT), Naval Sea Systems Command (NAVSEA08) audits, and NETC IG area visit activities and responses during preparation, inspection, and post-inspection event actions and milestone resolution.

e. Establishes account management policies, guidance, and processes including email, internal/external users, service/functional/group accounts, NIPR ALT-Tokens, SIPR Tokens, Cryptographic Logon (CLO) exceptions, and account enabling/ disabling/deactivation.

f. Establishes policies and guidelines for and recurring management of NETC's Cybersecurity Workforce (CSWF) personnel.

3. Operational Cybersecurity Support

a. Serves as lead validator/submitter to NETC A&A Reviewer for NETC A&A accreditation packages.

b. Coordinates with respective PM/TMs to ensure A&A accreditation packages including Privacy Impact Assessment (PIA)/System of Records Notice (SORN) updates are developed consistent with mandated schedules for NETC Federal Information Security Management Act (FISMA) Defense Business System (DBS), infrastructure, or enterprise assets.

N64 – TRAINING AND EDUCATION MANAGEMENT SYSTEMS

Responsible for performance of Central Design Agency (CDA) roles for assigned Application Information Systems (AISs) including Corporate Enterprise Training Activity Resource System (CeTARS), NETC 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/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 information systems to meet NETC requirements; ensures compliance with standards; 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/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 training and education.

10. Performs Knowledge Management (KM) functions by turning ideas into workable solutions by engineering appropriate knowledge sharing internet/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/IM and provides oversight and direction for IT transition, application, and evaluation. Provides collaborative leadership to leverage IT/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/or emerging information technologies. Disseminates studies, evaluations, and analyses relating to the development or improvement of information technologies and techniques. Provides analytical and advisory expertise for NETC CIO IT/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 information management plans, and DoD/DON information technology 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/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.

N65 – WORKFORCE AND FINANCIAL MANAGEMENT SYSTEMS

Responsible for performance of CDA roles for assigned AISs
including Financial Management, Citizen Development, Navy
Advancement, Curriculum Support, and Program Executive Officer-
Enterprise Information Systems (PEO-EIS) Sea Warrior Programs
(PMW-240). These functions include 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 PEO-EIS 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 – 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 cyber
security management of the enterprise-wide training networks and
enterprise services, as well as a myriad of geographically
dispersed Electronic Classroom (ECR) environments used by NETC
activities.

1. Planning and Engineering

a. Responsible for TDS-wide requirements management,
program prioritization, and change management via the TDS
Configuration Control Board (CCB) and Configuration Architecture
Board (CAB).

b. 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/reporting of system life cycle costs.

c. 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.

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

e. Provides oversight and monitoring of IT services, Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), and Service Level Agreements (SLA) affecting TDS.

f. Ensures oversight and policy of NETC ECRs, including classrooms and workstations, to deliver training via an Integrated Learning Environment (ILE), PC-based simulations (PC-SIM), Technical Publications, shipboard applications, and to provide Sailors with internet connectivity for career development and academic skills development.

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

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

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

j. Responsible for engineering, configuration, maintenance, and operational readiness of NETC Training Enterprise Services, to include technical refresh.

k. Engineers and recommends new technology in support of training, training support, and Program of Record (POR) requirements.

2. Operations

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

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

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

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

    e. Provides 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.

    f. 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.

    g. Responsible for the NETC Training Enterprise Services asset inventory and configuration management.

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

3. Network Services

    a. Provides oversight for NETC TRANETs to include: circuits, routers, firewalls, virtual private networks, intrusion detection/prevention, proxies, cache engines, load balancing, switches, remote access devices, Tactical Local Area Network Encryption (TACLANE), High Assurance Internet Protocol Encryptor (HAIPE), wireless, Secure Access Servers (Remote Authentication Dial-In User Service (RADIUS)/Terminal Access Controller Access Control System (TACACS)), network performance/configuration applications, and other components/devices comprising the NETC TRANETs.

b.   Responsible for the NETC TRANETs asset inventory, configuration management, and security.

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

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

4.   Compliance Services

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

b.   Establish and maintain boundary defense initiatives, e.g., Host Based Security System (HBSS), Symantec Security Information Manager (SSIM), and Altiris per DoD, DON, and NETC CIO compliance policy and guidance.

c.   Establish and maintain operational readiness of compliance service capabilities in accordance with DoD, DON, and NETC CIO compliance policy and guidance.

d.   Review and recommend products and procedures to promote systems security, integrity, and compliance with industry, government, DoD and Navy security requirements and standards.

N67 – NETC Program of Record (POR) SUPPORT

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

1.   Database Management

a.   Provides a broad range of Database Administrator (DBA) services for NETC PORs to include: Database requirements definition, analysis and design, implementation, and performance management.

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

2. Help Desk and Navy Enterprise Data Center (NEDC) Support

a. Supports transition and hosting of NETC applications at the NEDC environments.

b. Works with NEDC personnel to define the requirements for deploying application code and programs to the NEDC development, test/QA, and production environments.

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

d. Reviews NEDC requirements for shared services access to the NEDC environment, to include Database Administrators, IA personnel, and system managers to ensure proper functioning of NETC N6 supported applications.

e. Develops and coordinates standardized Service Level Agreements (SLAs) with the NETC stakeholders and the NEDC personnel.

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

3. NGEN and NETC HQ IT Logistical Support

a. NGEN Program Management and Lead Command Technical Representative (CTR): Provides IT program management support for NETC-wide implementation of NGEN to include NETC HQ SIPR Network (SIPRNET) System/Technical Support.

b. Manages and monitors execution of the NGEN budget.

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

d.   Consolidates, reviews, approves, and submits NGEN requirements. Orders NGEN products and services to support the MPT&E workforce.

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

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

g.   Identifies, mitigates, and escalates NGEN enterprise support issues to PMW-205 and Network Operations (NETOPS) for resolution, as necessary.

h.   Provides program support for all aspects of NGEN NETC Southeast Region and NETC HQ Deputy Customer Technical Representative (DCTR)/Activity Customer Technical Representative (ACTR) Assistance and NGEN accounts/asset management.

i.   Provides support for NETC HQ video teleconferencing (VTC) and audio/video presentation systems design, installation, operation, and maintenance.

j.   Maintains current and accurate calendar of events for NETC conference rooms, classrooms, and executive offices.

k.   Acts as the command ACTR for NETC HQ, NETC Human Resources Office (HRO), and Naval Service Training Command Pensacola Programs.

l.   Provides system, hardware, software, and technical support for NETC legacy IT within NETC HQ to include inventory control for NETC HQ owned IT hardware, software and consumables (receiving and disposal), and vendor liaison and issue remediation.

4.   Process, Configuration Management (CM), and Testing

a.   Provides 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

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development lifecycle, providing automated process tools used to manage IT related operations, software development, and IT business management.

b. 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/NETC CIO standards and guidelines. Provides support directly to system teams in areas of test management, test strategy, and test planning.

5. Data Center Operations

a. Host enterprise-wide training support and training delivery applications in the Enterprise Data Center.

b. Provides Continuity of Operations capability for required applications.

N7 – FLEET INTEGRATION, LEARNING 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. Works with USFF, NETC N00I, NETC learning/support organizations, and Type Commander (TYCOM)/Enterprises to identify future training requirements. Acts as the NETC lead for fleet engagement and integration; works with OPNAV, USFF, TYCOMs, and other operational and administrative staffs to improve fleet readiness and training. Participates at various Navy Total Force (NTF) Enterprise working levels to include Cross Functional Teams (CFT), Barrier Removal Teams (BRT), Integrated Process Teams (IPT), and Working Groups to deliver the right training at the right time to the right Sailor. Responsibilities include:

1. Provides oversight of NETC General Skills Training (GST) Learning Sites in the execution of student production, working to ensure that processes are efficient and effective in support of the fleet. Provides the day-to-day leadership, management, and operational direction necessary to ensure that GST Learning Sites have standardized production/learning processes, proper

operational controls, and administrative/reporting procedures in place to effectively meet production goals.

    2.   Standardizes curriculum development, revision, maintenance, and evaluation processes through Navy Training Systems Plans (NTSP), Technical Training Equipment (TTE), and Training Project Plans (TPPs) by coordinating work with NETC Division Directors and Special Assistants (DD/SAs), Enterprises/ TYCOMs, and Program Sponsors to ensure the most effective curriculum development.

    3.   Oversees the execution and management of the course development and revision process often referred to as the NETC End to End (E2E) process to provide a repeatable, defendable, and traceable process to content development and revisions.

    4.   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 training and education capabilities. Serves as the single releasing officer for training information exchanged from the United States Navy (USN) to other SOI member Nations.

    5.   Provides input to the Fleet Training Domain as it relates to LC support for validated training requirements.

N72 – PRODUCTION REQUIREMENTS MANAGEMENT

Develops and disseminates policy, guidance, and standards that direct LCs for content delivery and contract content development processes. Oversees systems and requirements analysis processes to meet the business requirements of the LC. Oversees the Integrated Logistic Support (ILS) Program. Program Manager for Content Maintenance (CM), Content Re-engineering (CR), PC Simulation (SL), Boat Overhaul (BH), Technical Training Equipment Overhaul and Maintenance (SU), Contractor Operation and Maintenance of Simulators (MK), Depot Level Repairables (DR), and General Purpose Electronic Test Equipment (GP) to include execution of funds, support of NETC N8 budget exhibit development and Content Spend Plan development. Responsibilities include:

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1. Serves as the SME in Instructional System Design in regards to Training Delivery Systems, Front End Analysis (FEA), and Content Statements of Work (SOW).

    a. Ensures human performance and learning technology solutions are consistent with DoD, OPNAV, NETC policy and Information Technology architecture standards.

    b. Provides assistance to other NETC and LC personnel on Instructional Technology and Delivery. Through the FEA process assesses learning and performance support solutions (as identified by NETC N5), instructional strategies, assessments, and delivery methods for instruction relative to target learning groups, environment, training constraints, and available resources.

    c. Validates instructional content to ensure all stated training delivery system requirements are effectively sequenced using Sharable Content Object Reference Model (SCORM) to ensure successful delivery via Navy eLearning (NeL).

    d. Assists NETC N5 as required in the evaluation of learning methods and emerging technologies.

2. Provides oversight of FEA and Business Case Analysis (BCA) functional governance processes. Coordinates the review, validation, and approval of all LC FEA and BCA.

3. Reviews and prioritizes initiatives and requirements for execution year funding aligned to Content Maintenance (CM), Content Re-engineering (CR), PC Simulation (SL), Boat Overhaul (BH), Technical Training Equipment Overhaul and Maintenance (SU), Contractor Operation and Maintenance of Simulators (MK), Depot Level Repairables (DR), and General Purpose Electronic Test Equipment (GP). Develops the N7 Content Spend Plan. Assists LC's in the development of Statements of Work (SOW) in support of executing OSAG CM, CR, and SL central account funding. Evaluates all SOW and verifies technical accuracy, level of effort, scope, and intent of contractual efforts are met. Reviews content products and verifies deliverables are met in accordance with SOW and current policy.

4. Provides functional governance of Integrated Learning Environment (ILE) areas, including Learning Management Systems

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(LMS), Navy Knowledge Online (NKO), Distributive Learning (DL), and NeL. Serves on Integrated Planning Teams for learning content delivery acquisition projects for NeL and NKO systems.

5. Provides oversight and guidance for Distance Learning delivery of courses and related technologies. Provides expert guidance on the use of technology to support LC and other subordinate activities concerning non-resident training applications that support the delivery of blended and hybrid courses. Coordinates with NETC N5 on solutions or advanced training methods or technologies.

6. Develops policies to direct, coordinate, and perform associated ILS planning and budgeting for training systems developed and provided by the applicable Navy systems command. Acts as NETC Program Manager for the oversight and management of Contractor Operation and Maintenance of Simulators (COMS) contract support. Provides oversight and management of Depot Level Repairables (DLR), COMS, General Purpose Electronic Test Equipment (GPETE), and NETC Domain Technical Training Equipment/ Training Devices/Training Unique Equipment (TTE/TD/TUE) overhaul and repair, and the NETC Boat Overhaul program funding.

7. Serves as the NETC Program Manager for Boats program. Manages Boat training resource requirements to oversee the NETC Boat/Craft Program per OPNAV/Naval Sea Systems Command (NAVSEA) requirements directives. Manages/monitors the disposition of unused training boats/craft assets. Ensures required NAVSEA inventories are completed and validated, endorses Domain boat/inventory changes, and ensures appropriate paperwork is submitted.

8. Working with NETC N4 and N6, establishes written policies and procedures relating to electronic classrooms (ECR). Manage business decisions relating to ECR. Interfaces with N4 Logistics and Facilities branches to evaluate business needs for the installation, upgrade, relocation, or shutdown of classrooms. Interfaces with the NETC CIO N6 organization concerning system management and technical standards of ECR. Interfaces with SYSCOM on functional requirements and standards to interface with MPT&E classroom training network (TRANET). Identifies deficiencies and barriers along with the development of plans of action to address correction.

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9. Supports the NETC POM Coordinator during the POM process by preparing appropriate POM issue papers and providing analytical support to establish funding priorities on programs for which N72 is program manager.

N73 – TRAINING SYSTEMS PROGRAM MANAGEMENT

Provides program management of the Navy's authoritative training management systems. Corporate enterprise Training and Activity Resource System (CeTARS) and its sub modules and Authoring Instructional Material Content Planning Module/Learning Object Module (AIM CPM/LOM) serve as the data sources for all formal Navy training statistical information, development and design of training material and course content, and student management data. N73 provides program oversight of the training systems and responds to customer's changing business needs of the design and day-to-day operations of the systems, data collection requirements, and CeTARS information. Responsibilities include:

1. Serves as the functional lead for training system integration in support of Ready Relevant Learning (RRL) and MPT&E Transformation. N73 works with IT System Program Managers and SMEs to streamline system integration efforts. NETC N73 partners with NETC N6 and other RRL stakeholders to share knowledge, ensure standardization, and conducts required working groups and conferences to facilitate the implementation of Ready Relevant Learning and MPT&E Transformation.

2. NETC Training IT Application Governance

    a. Through Functional Manager (FM) drumbeats, provides NETC CIO unfunded Information Technology (IT)/Information Management (IM) requirements for NETC Training applications. Provides a forum for lines of business cross utilization discussions and IT/IM strategic planning with functional leads.

    b. Participates in NETC Governance Integrated Project Teams (IPTs), Cross Functional Teams (CFTs), and Working Groups (WGs) to align and implement NETC IT governance and production data policies and procedures.

    c. Serves as the Student Data FM in support of the NETC N6 IT governance process.

3. CeTARS Program Management

a. Provides Program Management for CeTARS stakeholders and NETC N6. Coordinates with all system stakeholders and NETC N6 for management and prioritization of CeTARS work. CeTARS applications/modules include: CeTARS, enterprise Navy Training Reservation System (eNTRS), Navy Training Quota Management System (NTQMS), Catalog of Navy Training Courses (CANTRAC), CeTARS "Monitor", and CeTARS Discoverer.

b. Provides issue management, system and application interface management, functional requirement documents, and data integrity management for CeTARS.

c. Functions as Team Lead for the CeTARS workforce. Manages CeTARS Data Integrity (CDI) team, consisting of "CeTARS Managers" for all LCs and Training Activities (all NETC and non-NETC system users).

d. Performs Training Project Plan (TPP) reviews to ensure proper CeTARS Course Identification Number (CIN)/Course Data Processing (CDP) code validity.

e. Establishes policy, monitors data quality, and enforces appropriate use of CeTARS.

f. Provides oversight for formal CeTARS workforce training curriculum, delivery, and completion documentation.

g. Develops and manages access policies related to required training and screening of applicants requesting access to CeTARS and any module or application falling under the CeTARS umbrella.

h. Serves as CeTARS Customer Support facilitating all user account, data extract, and Oracle Discoverer requests to include all subsystems such as NTQMS, eNTRS, and Monitor.

4. Authoring Instructional Materials (AIM) Program Management.

a. Provides Program Management for the AIM stakeholders. Coordinates with all system stakeholders and NETPDC for management and work prioritization for AIM. AIM

applications/modules include: AIM I, AIM II, Content Planning Module (CPM), and Learning Object (LO) Module.

   b.   Provides issue management, system and application interface management, functional requirement documents, work plan, and Enterprise Architecture (EA) artifacts for the AIM Program of Record (POR).

   c.   Functions as Team Lead for the AIM workforce.

   d.   Manages AIM user training courses to support the curriculum development community.

   e.   Develops and manages access policies related to required training and screening of applicants requesting access to all AIM modules.

   f.   Manages all financial aspects in support of the AIM POR.

   g.   Chairs the Functional Review Board (FRB) and Configuration Control Board (CCB) for the AIM POR.

   5.   CeTARS Functional Manager

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

   b.   Reviews and submits CeTARS functionality and reporting change requests for integrating CeTARS modules, Oracle Middleware and sub-systems, such as NTQMS, eNTRS, and Monitor.

   c.   Monitors CeTARS data for accuracy and timely reporting.

   6. Navy Training Management and Planning System (NTMPS)/ Fleet Training Management and Planning System (FLTMPS) functional representative.

   a.   Functions as NETC's lead NTMPS/FLTMPS functional manager as recorded in Department of Defense Information Technology Portfolio Repository-Department of the Navy (DITPR-DON).

   b.   Reviews and approves Learning Event Completion Forms, Class Change Requests, Interface Control Documents, Interface Control Agreements.

   7.   User Account Management for Enterprise Training Management Framework (eTMF) applications.

   a.   Manages functional email boxes that support training application access requests.

   b.   Liaises with end-users to validate access requirements, troubleshooting non-connectivity issues, resetting expired accounts and working with application managers at the organizational level.

   c.   Develops, maintains, and provides standard operating procedures that support user account creation, account resets, and various access troubleshooting processes.

   8.   Environmental Protection Agency (EPA) Technician Certification Program Administrator.

   a.   Provides NETC EPA Technician Certification testing activities EPA certification guidance.

   b.   Collects and analyze Technician Certification data.

   c.   Provides Technician Certification bi-annual reports to the EPA.

   9.   Block Learning/Ready Relevant Learning CeTARS Implementation.

   a.   Develops Block Learning CeTARS Implementation Business Rules.

   b.   Reviews Block Learning Recommendation Reports training construct.

   c.   Proposes Block Learning CIN/CDP constructs.

   d.   Validates CeTARS Block Learning implementation data.

N74 – LEARNING STANDARDS

Provides governance and guidance across the NETC domain regarding content development and maintenance in support of validated fleet requirements. Manages documents and provides guidance for all aspects of learning standards. Serves as the Program Manager for Rate Training Manuals (OSAG RM). Manages the American Council on Education (ACE) and Council on Education (COE) programs. Responsibilities include:

   1. Provides governance and oversight in performing Job Duty Task Analysis (JDTA). Coordinates the development and standardization processes and products utilizing the Authoring Instructional Materials (AIM)/Content Planning Module (CPM) toolsets to facilitate the decomposition of work and to attach attributes in the web-enabled application.

   2. Validates instructional content to ensure all stated requirements are met and effectively sequenced. Ensures all appropriate learner levels are addressed before resources are applied to the final development and distribution of course content to LCs and schoolhouses.

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

   4. Supports development and evaluation of new content and management policies to determine impact on current execution. Provides metrics to measure progress.

   5. Establishes policy and standardization of curriculum development, maintenance, and revision processes. Develops method to measure compliance to standards.

   6. Serves as Program Manager for the Personnel Qualification Standards (PQS) Program. Provides governance and oversight, and reviews program procedures to improve development, maintenance, and distribution of PQS products. Establishes priorities, issues additions, modifications, and deletions for the PQS program.

   7. Provides expert guidance and support to LCs and other subordinate activities concerning Non Resident Training (NRT).

Enclosure (1)

Recommends solutions or alternatives to advances in training and techniques pertaining to NRT.

8. Provides guidance and oversight of Instructor Training Master Training Specialist (MTS) programs. Develops strategy, issues policy and guidance, and establishes metrics for the execution of the program.

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

10. Verifies that instruction has been properly sequenced to create standardization and ensure learners are systematically introduced to content and performance requirements.

11. Establishes mapping of Occupational Standards and NEC Codes to NETC formal training, Rate Training Manuals (RTM), and PQS.

12. Serves as NETC Institutional Accreditation Program Manager in coordination with the Council on Occupational Education (COE). Provides guidance and oversight to LCs concerning administrative and procedural execution of accreditation Self-Studies.

13. Serves as NETC Academic Credit Program Manager who liaises with the American Council on Education (ACE) in evaluating qualified education/training courses and service occupational specialties for civilian academic credit equivalents.

14. Serves as the functional requirement sponsor for the Navy Instructor Training Course and AIM FRB.

15. Ensures all new non-acquisition training requirements are accompanied by resource sponsor commitment to funding prior to initiating course development or revision.

16. Serves as the Training Content OAL in support of the WD RIS reviews.

17. Serves as NETCs main conduit for current learning issues related to Human Performance and the Science of Learning at LCs.

N75 – ENTERPRISE TRAINING REQUIREMENTS INTEGRATION

Serves as the NETC focal point for analyzing, coordinating, and ensuring training requirements are identified, realized, and planned during the acquisition of new and/or updated warfighting systems. Enhances performance and training solutions by conducting performance analyses using established metrics that measure the impact and value of applied training solutions. Responsibilities include:

1. Supports OPNAV Acquisition Leads, USFF, NETC LCs, and TYCOM/Enterprises to identify future training requirements. Participates at various Enterprise level MPT boards to include CFT, BRT, IPT, and Working Groups to identify and deliver the right training at the right time to the right Sailor.

2. Assists LCs and/or new program acquisition offices to design and/or provide training considerations for comparison against existing training supporting effective curriculum development and ensures accurate Front End Analysis (FEA) is completed for establishing learning objectives for new training.

3. Provides policy and guidance to LCs/new program and/or acquisition program offices to ensure accurate FEA supporting training requirements gaps, associated learning objectives, and instructional media/media delivery interventions, for new and revised NETC formal training requirements.

4. Assists LCs in performing front end analysis (FEA) to identify and fill training gaps along with media delivery selection options for improvements/updates to courses of instructions.

5. Coordinates with NETC DD/SA, Enterprise/TYCOM, and Program Sponsors to make certain TTE and TPP requirements are properly documented, and validates curriculum development and life-cycle training support is identified via Navy Training System Plan (NTSP).

Enclosure (1)

6.   Primary point of contact to OPNAV for the coordination, gathering, and development of responses concerning training acquisition information. Supports OPNAV in the development and review of Navy TE policy and program reviews.

7.   Coordinates the review and tracking of Training Transfer Agreement (TTA) between Program Sponsors, Training Support Agents (TSA), OPNAV, NETC DD/SA and LCs to ensure requirements are met to properly transfer learning content to Navy Training.

8.   Serves as the NETC lead representative for the coordination of NTSP reviews and adjudicates complex NTSP issues that cross multiple Enterprises, LCs, and TSCs.

9.   Serves as the central NETC point of contact to interface with Warfare Enterprises and SYSCOMs on NTSP issues. Provides guidance for planning and programming NTSP training requirements through specific resource sponsored website.

10. Supports Enterprises (i.e., Surface Warfare Enterprise (SWE), Naval Aviation Enterprise (NAE), Naval Undersea Enterprise (USE)) in the analysis of training needs.

11. Serves as NETC representative at various SYSCOM, TSA, USFFC, OPNAV, NETC, and enterprise MPT acquisition/life cycle meetings/conferences.

12. Provides NETC Oversight/Lead of Training Agent (TA) requirements supporting the identification of training infrastructure and contracted maintenance requirements.

13. Coordinates with New Acquisition Program Manager (PM), TSA and NETC N1 Staff for estimation of instructor requirements, student throughput, and individuals account requirements supporting development of NTSPs.

14. Coordinates and advises on non-NTSP and non-program of record new or emergent training requirements initiated by the DoD, DON, and other agencies.

N8 – RESOURCES, REQUIREMENTS, AND ASSESSMENTS

As part of the financial shared services function within Navy Total Force (NTF), develops policy, conducts oversight, and

coordinates functions of the Budget Submitting Office (BSO)/NETC requirements programming, assessments, financial resources management, and acquisition plans and strategies. The BSO site lead is dual-hatted as the NETC Comptroller (N00C).

N82 – BUDGET FORMULATION AND ANALYSIS

Serves as the Budget Formulation and Analysis branch. Responsibilities include:

1. Coordinate budget reporting throughout the BSO/NETC domain and provides guidance to personnel at the functional command and activity levels relative to matters of budget formulation.

2. Review budget estimates submitted by component organizations and recommends approval, revision, or disapproval of items and program estimates; ensures inclusion of BSO/NETC program requirements in total Navy budget. Prepares budget estimates and justifications for submission to Comptroller of the Navy, Office of the Secretary of Defense (OSD)/Office of Management and Budget (OMB), and Congress.

3. Coordinate budget formulation matters with Directors and Special Assistants of all offices within the BSO/NETC staff.

4. Continually monitor Program Objective Memorandum (POM) decisions, Resource Management Decisions (RMD), and adjustments to the Resource Allocation Display (RAD). Conducts analysis of impacts on budgets caused by emergent changes in plans likely to cause a difference in spending levels.

5. Develop BSO/NETC budget controls for future years.

6. Develop BSO/NETC fiscal policy and guidance and conducts reviews of activity compliance.

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

8. Review and approve Training and Education Future Year Defense Program (FYDP) data which is used as the basis for funding during programming and budget cycles. Develops or

coordinates major program/resource issues for inclusion in the budget process.

9. Manage the acquisition and distribution of civilian manpower budgeted throughout the Navy Total Force (NTF) domain. Maintains liaison with OPNAV and various functional commands 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.

N83 - FINANCIAL RESOURCES MANAGEMENT

Serves as the Financial Resources Management branch. Responsibilities include:

1. Provide liaison across the BSO/NETC organization to assist in the development of the POM. Coordinates major program/resource issues for inclusion in the POM process.

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

3. Conduct analysis of resources and performance data to determine trends, statistical significance, and other conclusions to support funding and management decisions.

4. Provide financial, statistical, and analytical guidance and assistance to the BSO/NETC staff and subordinate activities.

5. Coordinate the collection and submission of Navy institutional training data to the OSD for the Congressionally mandated Institutional Training Readiness Report (ITRR).

6. Recommend appropriate allocation of financial resources to functional commanders and direct reporting activities. Continually monitors POM decisions, Resource Management Decisions (RMD), and adjustments to the Resource Allocation Display (RAD). Conducts analysis of probable impact on budget caused by emergent changes in plans likely to cause a difference in spending levels.

7.   Support the Navy's Office of Financial Operations (FMO) Audit Readiness Program. Conducts audit sample testing utilizing various financial systems.

8.   Conduct review and analysis of audit report findings. Implements Corrective Action Plans (CAP) when mandated.

9.   Execute the annual BSO/NETC financial management plan. Develops controls for current year, prepares recommendations of funding levels for each functional commander and direct reporting activity, and prepares and distributes resource documents.

10.   Coordinate current year financial reporting throughout the BSO/NETC domain, serving in an advisory capacity and providing guidance to personnel at the functional command and activity level relative to matters of budget execution.

11.   Coordinate current year budget execution matters with BSO/NETC DD/SAs.

12.   Evaluate current year resource requests in terms of new and changing programs and provides management guidance in determining the allocation of necessary resources.

13.   Continually monitor 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. Recommend changes in funding in order to improve efficiencies.

14.   Conduct special studies and reviews to assess the effectiveness and efficiency of BSO/NETC managerial processes and proposals having a financial management impact. Identifies deficiencies and recommends corrective actions.

N84 – OPERATIONAL ACCOUNTING

Serves as the Operational Accounting branch. Responsibilities include:

1.   Develop BSO/NETC fiscal policy and guidance and conducts reviews of activity compliance.

2. Oversee BSO/NETC accounting functions. Interprets policy and monitors the consolidation, reconciliation, and reporting of BSO/NETC funds. Provides direction for official field level accounting and fund administration. Manages prior year funds to provide oversight and control of obligations and funding levels. Recommends action in response to new financial requirements, funding, and accounting structure changes.

3. Provide management oversight and technical support for field and major command-level accounting.

4. Input and approve major command journal voucher adjustments for all years (current and prior).

5. Develop annual Tri-Annual review guidance and combines the reviews from the activities for PERS-704 edit and review, before Comptroller review and certification.

6. Reconcile DD 1002, 133, and trial balance monthly reports to validate accuracy.

7. Prepare 2108 certification qualification statements and mid-year and year-end for PERS 704 review and edit, before Comptroller certification.

8. Maintain centrally managed financial tables, such as Common Military Education and Training (CMET), DoDAAC, Fund Code and Transportation Account Code (TAC).

9. Maintain fiduciary and managerial control of funds, costs, and related records for prior year funds.

10. Research DoD, Government Accountability Office (GAO), and Navy Policy and interpret as necessary for activities.

11. Act as Defense Finance and Accounting Services (DFAS) liaison for most accounting issues, such as unmatched disbursements, undistributed disbursements and collections, prompt pay, and closed account invoices.

Enclosure (1)

N85 – FINANCIAL MANAGEMENT SYSTEMS

Serves as the Financial Management Systems branch.
Responsibilities include:

    1. Maintain an integrated database to support resource
programming, POM processes, or budget and financial data to
conduct cost, statistical, and economic analysis.

    2. Provide technical and functional user support for
Navy/DoD Financial Management (FM) systems.

    3. Provide system management and user technical support for
Corporate Automated Resource Information System (CARIS) and Fund
Administration and Standardized Document Automation (FASTDATA).

    4. Support NTF's Financial Improvement Plan (FIP) objective
to standardize financial processes across the enterprise.

    5. Support DON audit readiness initiatives for financial
management systems.

    6. Provide or coordinates user training for NTF financial
systems.

    7. Update and maintain the NETC Central Web pages that are
used to communicate BSO data calls and guidance, serves as an
access point for downloads, and provides a repository for
essential financial data.

    8. Serve as the BSO Deployment Lead for Wide Area Work Flow
(WAWF) and DTS Project Management Office (PMO). Serves as NTF's
representative for Office of Financial Operation's (FMO's)
Financial Management (FM) Functional Area Manager (FAM).

    9. Serve as NTF's representative on the FMO FASTDATA Joint
Requirements Board (JRB).

    10. Manage centrally billed account (CBA) suspended
invoices; reviews suspended invoices to be emailed to and
corrected by activities.