



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

NETCSTAFFINST 5910.1B
N4

5 JUL 2016

NETC STAFF INSTRUCTION 5910.1B

From: Commander, Naval Education and Training Command

Subj: OFFICE SPACE CONTROL

Ref: (a) UFC 2-000-05N, Facilities Planning Criteria for Navy/Marine Corps Shore Installations
(b) NASPNCLAINST 11012.2G

1. Purpose. To establish policy and assign responsibility for the planning, control, and assignment of office space within Naval Education and Training Command (NETC) Headquarters (HQ), Building 628.
2. Cancellation. NETCSTAFFINST 5910.1A.
3. Discussion. Due to ever-changing responsibilities/tasking to NETC and installation generated emergency contingencies, there is frequently the need to revise office space allocations and assignments within the staff and Building 628 in general. Although it is a desired objective to minimize relocation of personnel, the requirements of certain staff components could warrant the relocation of other staff offices to achieve efficient and equitable office space assignments. Office space control delineated in this instruction extends to Building 628 and all NETC staff components regardless of location.
4. Policy. In providing office space control within NETC HQ, Building 628, the following policies will be followed:
 - a. Relocations of staff personnel will be made only when clear benefits will be realized. Relocations strictly to achieve organizational unity or to improve status are not authorized.
 - b. Space allocations will be made using standardized Department of Defense office space criteria issued in reference (a). While existing office space allocations will not be adjusted solely to meet these criteria, all subsequent office space planning and assignments will follow such standards.
 - c. Rehabilitation of office spaces and the procurement of office furnishings shall only be accomplished when the result is clearly required for efficient and effective utilization of office space.

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d. Staff offices requesting summer/student aides or Reserve Component augmentation will provide necessary office space from within their currently assigned areas.

5. Responsibilities

a. Director of Logistics (N4). Manage and control all office space within NETC HQ, Building 628. This includes determining office space requirements based on reference (a), developing allocation plans, and maintaining floor plans of all NETC HQ, Building 628 controlled office space.

b. Division Directors/Special Assistants (DD/SAs), and Tenant Commanding Officers (COs)/Officers in Charge (OICs) within Building 628. Ensure that all office space under their cognizance is efficiently utilized.

6. Action

a. DD/SAs, and Tenant COs/OICs within Building 628. Advise N4 of any personnel assignments of a continuous nature for which permanent office space allocations are required and, based on office space area allocated, develop necessary office layouts.

b. Director of Logistics (N4). Upon receipt of any reorganization staffing changes or emergency contingencies, consult concerned staff members, liaise with NAS Pensacola Public Works per reference (b), determine requirements, develop an office space plan, and recommend office space assignments to the NETC Chief of Staff for approval.

7. 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.

8. 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 will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.



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 Total Records Information Management (TRIM).