



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

NETCSTAFFINST 5910.1D
N4
12 Nov 2024

NETC STAFF INSTRUCTION 5910.1D

From: Commander, Naval Education and Training Command

Subj: OFFICE SPACE CONTROL

Ref: (a) UFC 2-000-05N, Facilities Planning Criteria for Navy and Marine Corps Shore Installations of 4 Apr 24

Encl: (1) Naval Education and Training Command Space Request Template

1. Purpose. To establish policy and assign responsibility for the planning, control, and assignment of office space for Naval Education and Training Command (NETC) Headquarters (HQ) staff in all locations.

2. Cancellation. NETCSTAFFINST 5910.1C.

3. Discussion. Due to ever-changing responsibilities and tasking to NETC and installation-generated emergency contingencies, there is frequently the need to revise office space allocations and assignments for NETC staff in all locations. 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.

4. Policy. To establish and assign responsibility for the planning, control, and assignment of office space where NETC HQ personnel operate, 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 (DoD) 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 will only be accomplished when the result is clearly required for efficient and effective utilization of office space.

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

5. Responsibilities

a. Chief of Staff (COS). Oversee space management program and adjudicate office space change requests provided by N4.

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

c. Assistant Chiefs of Staff (ACOS), Special Assistants (SA), and Occupants within NETC HQ assigned areas. Ensure that all office space under their cognizance is efficiently utilized.

6. Action

a. ACOSs, SAs, and occupants within NETC HQ assigned areas. Follow the process and template in enclosure (1). Advise N4 of any personnel assignments of a continuous nature for which permanent office space allocations are required, and propose office layouts.

b. Director of Logistics (N4). Upon receipt of any reorganization staffing changes or emergency contingencies, consult concerned staff members, liaise with appropriate base organizations to determine requirements, develop an office space plan, and recommend office space assignments to the NETC COS for approval.

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7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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

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



C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

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

NAVAL EDUCATION AND TRAINING COMMAND SPACE REQUEST TEMPLATE

Instructions: Please transmit the following information and any additional data to NETC N4 for all space and move requests per NETCSTAFFINST 5910.1D.

1. Requesting Code

- a. Organization and division.
- b. Point of contact (POC) for the request.

2. Space Requirements

- a. Type of Space Requested: Admin, storage, warehouse, or other.
- b. Classification requirements.
- c. Size needed (describe as best as possible): Square feet, number of personnel, etc.
- d. Duration for temporary requests or confirm if this is a permanent request.

3. Existing Assigned Space Changes. Describe any reduction or change in existing footprint or other offsets (e.g., trading spaces).

4. Justification. Describe the reason for the space request, including references to any new missions, personnel increases, or other relevant criteria.

5. Desired Solution

- a. Preferred location (if specific):
 - (1) POC for existing space in the preferred location.
 - (2) Has there been any coordination or agreement with the existing space owner?
- b. Reason for the desired location (e.g., adjacency requirements, configuration needs).

c. Reconfiguration requirements for the desired solution.

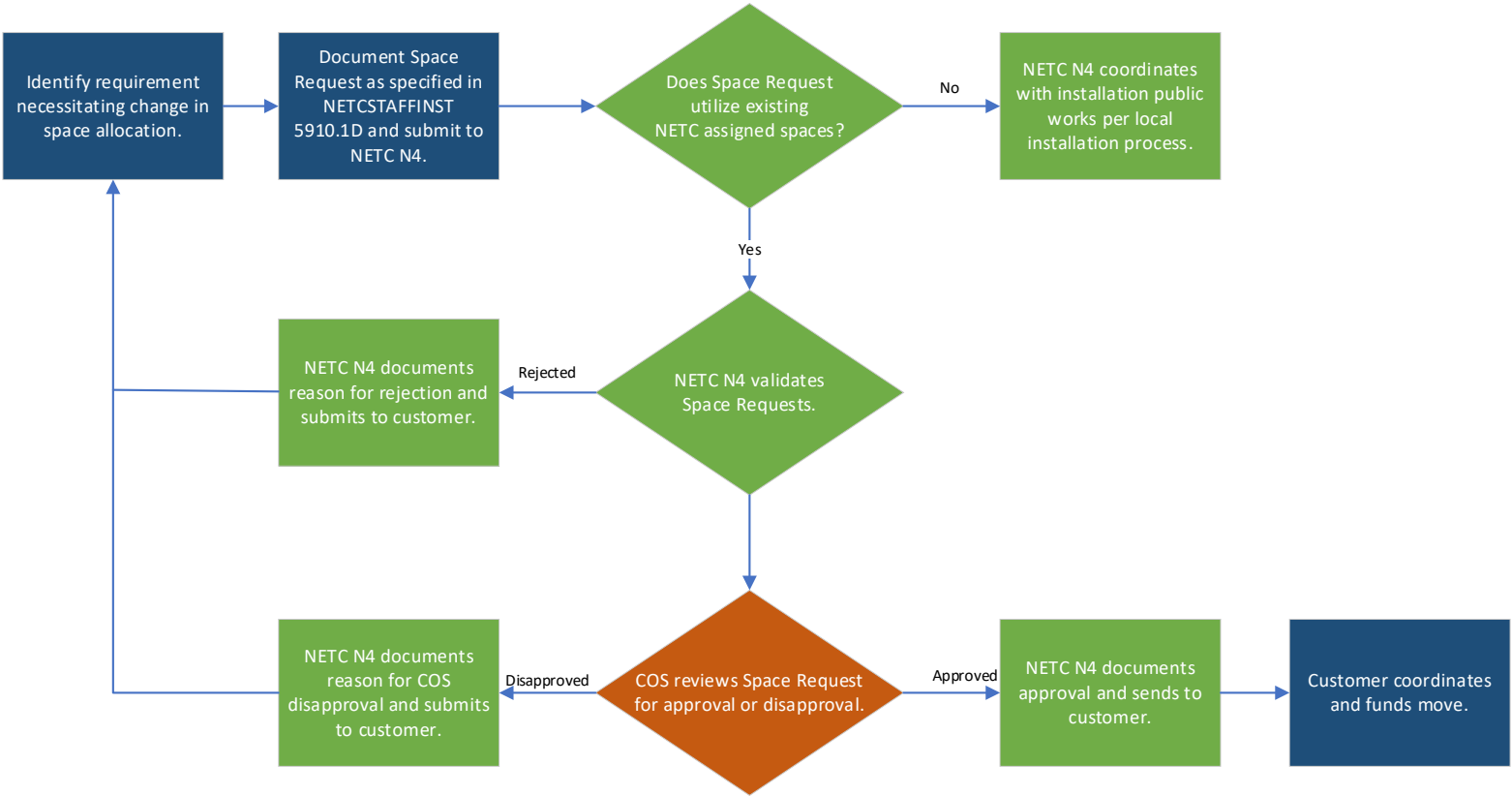
6. Funding

a. Has funding been identified for this request?

b. Type of funding and timing.

7. Timing. Describe any deadlines, triggers, additional NETC staff coordination, or other time-based requirements.

NETC HQ SPACE REQUEST PROCESS



- Actions:
- Customer
 - NETC N4
 - COS