



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

NETCSTAFFINST 5910.1E  
N4  
16 Mar 2026

NETC STAFF INSTRUCTION 5910.1E

From: Commander, Naval Education and Training Command

Subj: OFFICE SPACE MANAGEMENT

Ref: (a) FC 2-000-05N, Facility Planning for Navy and Marine Corps Shore Installations of 16 May 25

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

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 onboard Naval Air Station Pensacola.

2. Cancellation. NETCSTAFFINST 5910.1D.

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. 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 Navy office space criteria per 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 to the extent possible.

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 student aides or Reserve component augmentation will provide necessary office space from within their currently assigned areas.

## 5. Responsibilities

a. Chief of Staff (COS). Adjudicate office space change requests provided by Director of Facilities and Logistics (N4).

b. N4. Oversee space management program, 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. Division directors (DD), special assistants (SA), and occupants within NETC HQ assigned areas. Ensure that all office space under their cognizance is efficiently utilized.

## 6. Action

a. DDs, SAs, and occupants within NETC HQ assigned areas. Follow the processes outlined in enclosures (1) and (2). Advise N4 of any personnel assignments of a continuous nature for which permanent office space allocations are required and propose office layouts.

b. N4. Upon receipt of requests for office space changes, reorganization staffing changes, or emergency contingencies consult concerned DDs or SAs and liaise with appropriate base

organizations to determine requirements, develop an office space plan, and recommend office space assignments to the NETC COS for disposition.

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. L. TINER  
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](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

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NAVAL EDUCATION AND TRAINING COMMAND SPACE REQUEST TEMPLATE

DDMmmYY

MEMORANDUM

From: [Requesting DD/SA, name and code]  
To: NETC COS  
Via: NETC N43

Subj: NAVAL EDUCATION AND TRAINING COMMAND SPACE REQUEST

Ref: (a) NETCSTAFFINST 5910.1E

Encl: (1) [List any enclosures]

1. 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. Requested location (if specific).

(1) [Point of contact for existing space in the preferred location.]

(2) [Has there been any coordination or agreement with the existing space owner?]

e. Reason for the desired location (e.g., adjacency requirements, configuration needs, and requested timing).

f. Reconfiguration requirements for the desired solution.

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

Enclosure (1)

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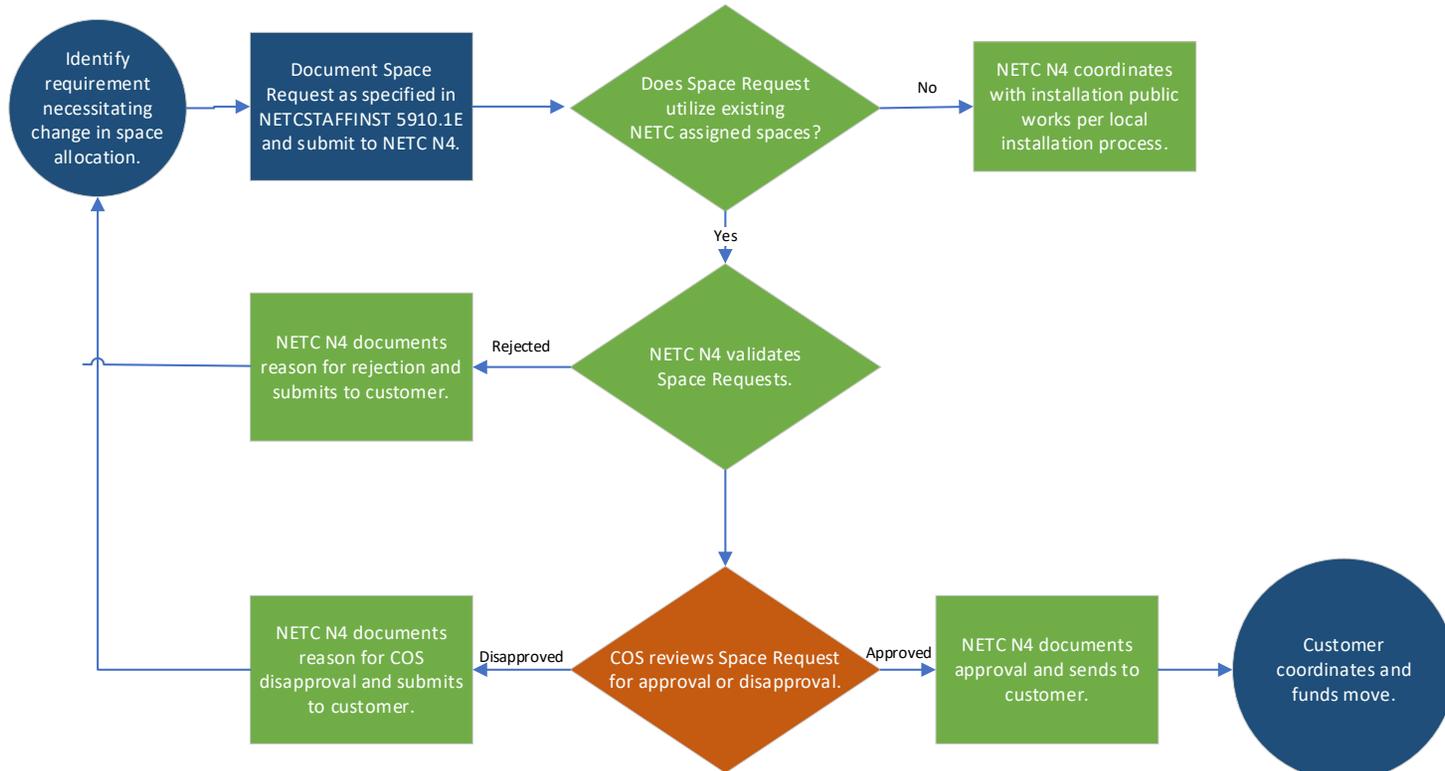
3. Justification. [Describe the reason for the space request, including references to any new missions, personnel increases, or other relevant criteria.]

4. Funding. [Additional funding needed?] Type of funding and timing.

X. X. DOE

Enclosure (1)

NAVAL EDUCATION AND TRAINING COMMAND SPACE REQUEST PROCESS



Actions:

- Customer
- NETC N4
- COS