OPNAV INSTRUCTION 5450.336D

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS, AND TASKS OF THE NAVAL EDUCATION AND TRAINING COMMAND

Encl: (1) Functions and Tasks of Naval Education and Training Command

1. Purpose. To publish the functions and tasks of Naval Education and Training Command (NETC) under the mission established by Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO (N1)). Changes that have been implemented in this revision are listed in subparagraphs 1(a) and 1(b). This instruction is a complete revision and should be reviewed in its entirety.

   a. Expanded functions to incorporate the Ready Relevant Learning pillar of the Sailor 2025 initiative and the management of future training capabilities.

   b. Realigned accessions management and distribution functions from Bureau of Naval Personnel to NETC as part of Manpower, Personnel, Training and Education (MPT&E) transformation.

2. Cancellation. OPNAVINST 5450.336C.

3. Mission. To educate and train those who serve, by providing the tools and opportunities which enable life-long learning, professional and personal growth and development; to ensure fleet readiness and mission accomplishment; and to perform such other functions and tasks assigned by higher authority. Additionally, serve as sole claimant for individual training and education, and as the principal advisor to the Chief of Naval Operations (CNO) and Commander, U.S. Fleet Forces Command on training and education related matters.

4. Status and Command Relationships. NETC is a shore activity in an active (fully operational) status.

   a. Echelon Chain of Command

      1  CNO
      2  Commander, NETC
b. NETC is a designated management headquarters activity and carries out its mission through a headquarters staff, Naval Service Training Command (NSTC), and other shore activities as assigned.

5. Authority Over Organizational Matters. NETC is authorized to organize, assign, and reassign responsibilities among its subordinate activities. This includes the establishment and disestablishment of such component organizations as may be necessary, in line with procedures established by higher authority.

6. Action. Commander, NETC will carry out the functions prescribed in enclosure (1) and advise CNO (N1) regarding changes to this instruction.

7. Records Management. Records created as a result of this instruction, regardless of format and media, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNO N1 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-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 cancellation is known following the guidance in OPNAV Manual 5215.1.

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Releasability and distribution:
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FUNCTIONS AND TASKS OF
NAVAL EDUCATION AND TRAINING COMMAND

1. Implements CNO (N1) policies, procedures, and processes to provide education and training for DoD, non-DoD civilians, and foreign service personnel.

2. Informs CNO (N1) on significant issues related to Navy education and training programs.

3. Exercises second echelon control and oversight over management support programs and functional areas of subordinate organizations. These include, but are not limited to:
   a. manpower and manning;
   b. inspections, evaluations, and investigations;
   c. legal issues;
   d. public affairs;
   e. logistics;
   f. training readiness and infrastructure;
   g. management of efficiency programs;
   h. organization of guidance and structure;
   i. strategic planning;
   j. information technology (IT) and information management governance;
   k. civilian and military personnel programs;
   l. equal employment and equal opportunity;
   m. safety and occupational health and training safety (staff and students); and
   n. security, antiterrorism, and force protection.
4. Executes the Ready Relevant Learning pillar of the Sailor 2025 initiative. Develops a more effective and efficient Navy-wide learning continuum that leverages technology more efficiently to train and prepare officer and enlisted personnel for the rigors of the fleet.

5. Manages officer and enlisted career and personal development education and training programs.

6. Develops and maintains a long-term strategic plan that states naval training objectives. Oversees and assesses the implementation of learning centers, training support centers, and other assigned NETC direct report commands in response to the Government Performance and Results Modernization Act of 2010, Navy Strategic Plan Guidance, and higher headquarters directions.

7. Analyzes, designs, develops, and evaluates instructional programs and support materials.

8. Reviews and approves training curricula and material provided by training support agents. Identifies and provides CNO (N1) with training requirement shortfalls that impair the ability to fully support training for new system acquisition and ongoing training programs for which NETC is the designated training agent.

9. Ensures that the quality of education and training programs meets fleet needs. Uses feedback and analysis systems, evaluations, studies, and other appropriate methods, including liaison with Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) for fleet training requirements.

10. Participates in reviews of training and education resource requirements with CNO (N1), Headquarters, U.S. Marine Corps, fleet commanders, Bureau of Naval Personnel (BUPERS), Navy systems commands, Navy Reserve Force, and other agencies and activities.

11. Participates with other Services to develop policies and procedures for inter-Service training and education. Conducts mutually-approved inter-Service training and education. Manages inter-Service student and course training data.
12. Reviews Navy training system plans and Joint Capabilities Integration and Development System acquisition documents on behalf of CNO (N1).

13. Develops CNO (N1) approved personnel qualification standards (PQS) as an element of the overall unit training program to qualify officer and enlisted personnel to perform their assigned duties. Incorporates elements of PQS into formal training courses as appropriate.

14. Develops models that measure and analyze training effectiveness on human performance to help CNO (N1) perform its role in resource sponsorship and training assessment.

15. Manages, develops guidance, and performs planning and analysis for effective student management. Conducts Navy Enlisted Supply Chain planning and execution analysis, ensuring efficient and effective student production. Develops, generates, monitors, and updates the accession management plan integrating production activities and business processes across the enlisted accession production lines to support the Navy Enlisted Supply Chain strategy to meet fleet demands.

16. Drafts any NETC-unique contract provisions related to delivering training systems and curricula. Provides these provisions to training support agents who negotiate and administer NETC’s contracts.

17. Manages the officer and enlisted accession training and officer candidate preparatory programs assigned.

18. Manages the Naval Reserve Officers Training Corps (NROTC) program, evaluating and coordinating all aspects of NROTC professional development and student selection, placement, and administration.

19. Manages the Navy Junior Reserve Officers Training Corps (NJROTC) program, evaluating and coordinating all aspects of NJROTC educational development and student administration.

20. Administers the Navy's enlisted advancement system. Develops advancement and special examinations as directed by CNO (N1). Develops and administers non-resident career courses and correspondence courses throughout the Navy.
21. Performs CNO (N1) business IT and information management governance for MPT&E workforce development training, and support activity systems and applications that support Navy training.

22. Manages and coordinates enterprise IT programs and initiatives mandated, or directed by higher authority. Provides IT and central design activity solutions through the delivery of secure, agile, and scalable technology systems. Performs IT analysis; IT standardization; IT security and compliance; programming; system and software engineering; enterprise architecture; data management; business process improvements; compliance; and life-cycle management in support of Navy training.

23. Provides oversight and control of IT applications for all users within the training command organization by communicating the status of the implementation and execution process.

24. Provides electronic training delivery systems, student management and production tools, decisional information, lean business processes, and program management level support for NETC production tools and student management systems. Provides products and services that accelerate the learning process while delivering cost effective training methods supporting the NETC and MPT&E enterprises.

25. Participates in planning and developing education and training programs for foreign nationals under the Security Assistance Training Program. Develops and maintains a course costing system that calculates tuition pricing for foreign students in existing and tailored courses. Administers Department of the Navy education and training programs for international military students sponsored under Security Assistance Training Program.

26. Administers the Navy's Voluntary Education Program.

27. As primary training agent for CNO (N1), manages, executes, and performs all required echelon 2 duties for the General Military Training Program.

28. Participates and performs all required training agent duties in support of Navy Training Quota Management System and the student input plan development process. This includes, but
is not limited to: maintaining student training quotas in Corporate Enterprise Training Activity Resource Systems, maintaining the Catalog of Naval Training Courses, conducting and completing feasibility studies, and submitting program objectives memorandum papers to resource sponsors.

29. Identifies available accession Sailors who are suitable for temporary or permanent assignments in support of fleet readiness. Initiates permanent change of station orders for initial accession Sailors and fleet conversion Sailors requiring “A” schools.

30. Manages future training capabilities through the development and execution of the innovation plan and the science and technology plan as well as industry and academic outreach.