



DEPARTMENT OF THE NAVY

**CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220**

Canc frp: May 02

CNETSTAFFNOTE 5215

Code 0041

NOV 27 2001

CNET STAFF NOTICE 5215

From: Chief of Naval Education and Training
To: Staff, Chief of Naval Education and Training

Subj: NUMERICAL INDEX OF EFFECTIVE CNET STAFF DIRECTIVES

Encl: (1) Index of Effective CNET Staff Instructions
(2) Index of Effective CNET Staff Notices

1. Purpose. To publish a numerical checklist of effective CNET staff directives.
2. Action. Review enclosures (1) and (2) to determine which staff instructions and notices are applicable to each office. CNET staff directives may be viewed on the CNET Intranet.
3. Cancellation Contingency. This notice remains in effect until issuance of the next index of effective staff directives.


D. W. NELMS
Chief of Staff

INDEX OF EFFECTIVE CNET STAFF INSTRUCTIONS

<u>INST NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>
1040.1 CH-1	05 Jul 1994 09 Sep 1998	0044 (CMC)	Professional Development Board (PDB)
1160.1B	04 Dec 1998	004	Ceremonies Upon Reenlistment of Military Personnel
1300.1F	10 May 2000	LEAD	Use of Naval Reserve Person- nel in Support of CNET Staff
1500.1D	05 Sep 1995	LEAD	Executive Indoctrination Class (EIC)/Navy Rights and Responsibilities (NR&R) Workshops
1500.6A CH-1 CH-2	08 Mar 1999 27 Apr 1999 02 Dec 1999	LEAD	Planning Board for Training
1601.2B	16 Apr 2001	OTE2	CNET Staff Watch
1650.1K CH-1	13 Nov 1997 03 Dec 1999	004	Review and Approval of Award Recommendations
1650.3D	07 Dec 1999	002	CNET Staff Sailor of the Quarter and Sailor of the Year Program
1700.1G	14 Apr 2000	004	Staff Welfare and Recreation Committee
1710.2	07 May 2001	00H	CNET Staff Hail and Farewell
1740.1E	03 Dec 1999	004	Sponsor Program
2300.1G	14 Apr 2000	004	Administrative Policies and Procedures for Staff Communi- cations
2305.1K	15 Feb 2000	004	Telephone and Cellular Phone Procedures

CNETSTAFFNOTE 5215
NOV 27 2001

<u>INST NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>
3070.1A	31 Aug 1998	ETE4	Operations Security (OPSEC) Plan
3141.1H	13 Nov 2000	OS4	Destructive Weather Bill
4200.3B	21 Dec 1995	NETPDTC	Procedures for Processing
CH-1	14 Jan 1997	N86	Unsolicited Proposals
CH-2	20 Jan 2000		
4200.5A	02 Feb 2000	OS4	Government-Wide Commercial Purchase Card Program
4400.1H	17 Aug 2001	OS4	Procedures for Obtaining Material, Equipment, Furniture, and Services
4650.2J	14 Jan 1994	004	TAD/TDY Travel for Military
CH-1	10 Jan 1996		and Civilian Personnel and Procedures for Reimbursement for Expenditures on Official Business
4650.4	29 Oct 2001	004	Government Travel Card Program
5050.2L	16 Apr 2001	004	Conference and Visitor Coordination
5060.1E	27 Oct 1999	004	Retirement or Transfer to the
CH-1	23 Feb 2001		Fleet Reserve Ceremonies
5100.2E	25 Aug 2000	004	Smoking in CNET Headquarters Building
5103.1E	27 Nov 1996	OOX	Occupational Safety and Health Program
5210.2A	23 May 1997	004	Administrative Procedures
5213.1B	30 Dec 1986	004	Forms Management
5214.1D	15 Aug 1995	004	Reports Management Program

<u>INST NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>
5230.1A	25 Oct 1993	CIO	Guidelines for Management, Use, and Inventory of ADP Equipment and Software Resources
5239.1A	16 Oct 1998	CIO	Automated Information System (AIS) Security
5291.1B	09 Aug 2000	OOP	Public Affairs Photographic Services
5310.1F CH-1	21 Dec 1993 10 Feb 1999	OS1	Position Management (PM) Program
5353.1B	01 Aug 1997	OS2	Consumption of Alcoholic Beverages During Duty Hours
5355.2 CH-1 CH-2	21 Nov 1990 22 Dec 1992 22 Nov 1995	OOD	Drug-Free Workplace Program (DFWP) for CNET Staff Civilian Employees
5370.1E CH-1	22 May 1998 11 Dec 2000	OOJ	Standards of Conduct
5400.1P	17 Feb 1999	OS1	CNET Staff Organization Manual
5420.11	06 Mar 2001	00H	CNET Executive Steering Committee
5510.1J	20 Mar 2000	004	CNET Staff Information and Personnel Security Regulation
5530.1C	07 Jun 2001	OS4	Physical Security/Force Protection Plan
5560.2B CH-1	28 Oct 1996 27 Jan 1997	004	Parking for CNET Staff Privately Owned Vehicles
5603.1	04 Oct 1996	004	Printed Matter for Retirement and Commissioning Ceremonies
5720.1D	27 Apr 1989	OOP	Release of Information

NOV 27 2001

<u>INST NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>
5750.1C CH-1	21 Jun 1990 16 Apr 1996	OOP	CNET Staff Annual Command History
5910.1F CH-1	22 Nov 1995 16 Dec 1997	OS4	Office Space Control at CNET Headquarters
7321.1G	11 Aug 2000	OS4	Procedures for Accountability of Government-Owned Property
7410.1K	24 Jan 2001	OS8	Civilian Timekeeping
11014.1E CH-1	21 Oct 1996 04 Nov 1998	004	Facility Work Request Procedures
11240.1H	20 Nov 1996	004	Management and Use of Government Vehicles Assigned to the CNET Staff
12290.1M	23 Jul 1997	OS2	Civilian Personnel and Position Actions
12351.1	11 Jan 1995	OS2	Competitive Area for Reduc- tion in Force (RIF)
12410.2E	02 Jul 1997	OS2	Upward Mobility Program (UMP) for CNET Staff Civilian Employees
12410.3D	18 Sep 1995	OS2	Civilian Employee Development Program
12451.1D CH-1	23 Nov 1998 17 Apr 2000	OS2	CNET Staff Civilian of the Quarter (COQ) and Civilian of the Year (COY) Awards
12451.2A	11 Sep 1997	OS2	Civilian Incentive Awards Board for Review and Approval of Award Recommendations
12451.3	10 Jun 1994	OS2	Time Off From Duty as an Incentive Award
12630.3D	05 Jan 2000	OS2	Civilian Voluntary Leave Transfer Program

<u>INST</u> <u>NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>
12792.1	29 Jul 1996	OS2	Civilian Employee Assistance Program (CEAP)

INDEX OF EFFECTIVE CNET STAFF NOTICES

<u>NOTICE NUMBER</u>	<u>DATE</u>	<u>COG</u>	<u>SUBJECT</u>	<u>CANCEL DATE</u>
1300	09 Jul 2001	004	Assignment of Collateral Duties	frp Jul 02
5000	03 Apr 2001	OGR	Command Evaluation Program	frp Dec 01
5200	06 Mar 2001	00GR	Department of the Navy Management Control Program	frp Dec 01
5215		004	Numerical Index of CNET Staff Directives	frp May 02
5400	20 Aug 2001	OS1	Change to the Organ- ization of the Staff of the Chief of Naval Education and Training	frp Aug 02