



# DEPARTMENT OF THE NAVY

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

CNETINST 5050.5C  
Code 004  
09 AUG 2000

## CNET INSTRUCTION 5050.5C

Subj: CONFERENCE CENTER, NAVAL AIR STATION, PENSACOLA

1. Purpose. To establish formal procedures and guidelines for the operation of the Conference Center (CC). (D)

2. Cancellation. CNETINST 5050.5B

3. Background. The CC was established in April 1989. Its mission was to coordinate all billeting, messing, and logistics requirements associated with major flag-level conferences held aboard Naval Air Station (NAS), Pensacola. In October 1990, the CC became a division of the NAS Pensacola Morale, Welfare, and Recreation Department. No changes were made to its mission. (R)

4. Information. The CC hosts a variety of conferences ranging from the Joint Chiefs of Staff (JCS) Conference to local tenant command-sponsored conferences. Conferences are defined herein as Level I, II, or III. Local command support is assessed accordingly. Level I conferences are those with direct Chief of Naval Education and Training (CNET) involvement, i.e., JCS Conference/Wargame and Chief of Naval Operations Fleet Commander in Chief's Conference. Level II conferences may or may not include direct CNET involvement; however, they will include all Department of Defense-sponsored delegates, attaches, advisors, foreign dignitaries, heads of state, etc. Level III conferences include all other conferences and will come under the control of the Commanding Officer, NAS Pensacola.

5. Action

a. Level I or Level II Conferences

(1) CNET (Protocol Officer)

(a) Host all Level I and Level II conferences.

(b) Prepare CNET 5050 notice. (A)

(c) Provide guidance to CC Director.

(2) CC Director. Coordinate all Level I and Level II conferences. Responsibilities include the following:

- D) (a) Distribute the Plan of Action and Milestones.
- (b) Conduct all Task Force meetings.
- (c) Coordinate all security, logistics, billeting, social, audiovisual, automatic data processing (ADP), communication, and administrative requirements.
- A) (d) Provide audiovisual support.
- (3) Commander, Training Air Wing SIX. Provide personnel support as required.
- (4) Commanding Officer, NAS Pensacola. Provide personnel support as required.
- D) (5) Commanding Officer, Naval Technical Training Center, Pensacola
  - (a) Provide classified material handling support.
  - (b) Provide personnel support as required.
- (6) Commanding Officer, Naval Aviation Schools Command
  - (a) Provide Naval Aviation Command Choir and Flag Pageant performances as required.
  - (b) Provide personnel support as required.
- (7) Commander, Training Air Wing FIVE. Provide personnel support as required.
- (8) Commanding Officer, Marine Aviation Training Support Group, Pensacola. Provide personnel support as required.
- (9) Commanding Officer, Navy Public Works Center, Pensacola. Provide engineering, building, and personnel support as required.
- (11) Director, National Museum of Naval Aviation
  - (a) Provide banquet facilities and museum tours as requested.
  - (b) Provide artwork on loan to CC and BOQ guest rooms of principals as required.
- (12) Naval Criminal Investigative Service. Provide support as required.

(13) Naval Air Technical Training Center. Provide support as required. (A)

b. Level III Conferences

(1) Commanding Officer, NAS Pensacola. Maintain oversight responsibility for the CC.

(2) CC Director. Coordinate Level III conferences with Commanding Officer, NAS Pensacola and NAS Pensacola Protocol Officer. Responsibilities include the following:

(a) Operate Building 3249 and all conference rooms as the CC.

(b) Coordinate support at scheduled events and act as a central point of contact regarding conferences hosted by NAS Pensacola activities.

(c) Provide audiovisual support. (R)

(d) Coordinate with NAS Pensacola department heads, special assistants, and tenant commands as required to ensure conference requirements are met.

(3) Tenant Commands

(a) All out-of-town conferences must be sponsored by a local command.

(b) Provide a liaison officer who will work with the CC staff to accomplish the following:

1. Coordinate billeting requirements
2. Coordinate events itinerary
3. Schedule conference rooms
4. Coordinate messing
5. Provide consumable supplies and administrative support
6. Coordinate transportation requirements
7. Coordinate social events
8. Arrange for audiovisual or ADP support

9. Arrange for reimbursement of associated costs

10. Arrange for other services as required

(c) Local commands may be their own sponsor to schedule conferences in the CC and will be responsible for the same actions as those listed above.

/S/D. L. BREWER, III  
Vice CNET

Distribution:

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Copy to (NASPNCLAINST 5216.1T):  
Lists C and D