



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
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PENSACOLA FLORIDA 32508-5220

CNETINST 5400.4
NETPDTC N3

14 APR 2000

CNET INSTRUCTION 5400.4

Subj: DESIGNATION OF THE PROGRAM MANAGER FOR THE NAVY
ADVANCEMENT CENTER

Ref: (a) BUPERSINST 1430.16D
(b) CNETINST 5450.46B
(c) BUPERSINST 1610.10

Encl: (1) Charter for the Navy Advancement Center Program
Manager

1. Purpose. To designate Commanding Officer (CO), Naval Education and Training Professional Development and Technology Center (NETPDTC) as Program Manager (PM) for the Navy Advancement Center (NAC). Enclosure (1) provides the description, scope, operating relationships, organization and resources, and outlines the authority and responsibility of the PM.

2. Action

a. The PM will execute program management responsibilities following references (a) through (c), enclosure (1), and other applicable directives issued by higher authority.

b. The PM reports directly to the Chief of Naval Education and Training (CNET) who provides broad direction when applicable and will exercise fitness report responsibility for the PM.

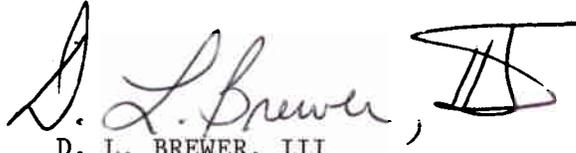
c. Naval Education and Training Command (NAVEDTRACOM) activities and CNET headquarters divisions will support the PM as required.

3. Review. CO, NETPDTC shall review this instruction annually and provide recommendations for changes to CNET.

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4. Approval. The charter for the NAC PM, enclosure (1), is hereby approved.


D. L. BREWER, III
Vice CNET

Distribution (CNETINST 5218.2D):
Lists I through V

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CHARTER FOR THE
NAVY ADVANCEMENT CENTER PROGRAM MANAGER

1. Introduction

a. Purpose. This charter delineates the authority and responsibilities of the PM for the NAC and outlines the description, scope, operating relationships, organization, and resources.

b. References. CO, NETPDTC will execute assigned responsibilities following the management principles identified in references (a) through (c) and other applicable directives issued by higher authority.

2. Description. CO, NETPDTC, through the NAC, is responsible for implementing the Navy Enlisted Advancement System (NEAS) and providing support for the Navy Personnel Qualification Standards (PQS) System.

3. Scope. The scope of the program includes:

a. Distribute advancement examinations, process examination and selection board returns, publish advancement results, issue authority for advancement to petty officer third class through master chief petty officer, and develop statistical reports on the advancement system.

b. Develop Navy enlisted advancement examinations and associated bibliographies for examination study for petty officer third class through chief petty officer.

c. Develop and electronically distribute Advancement Handbooks.

d. Develop Nonresident Training Courses (NRTC's), to include training manuals, assignments, and answer keys.

e. Manage the Navy's Correspondence Course Program for Individual Ready Reserves (IRR), Navy Junior Reserve Officers Training Corps (NJROTC), and Sea Cadets.

f. Assist the fleet and type commander model managers by conducting PQS workshops for creating and revising needed PQS products. Edit, format, and electronically distribute PQS products.

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g. Administer the NAVEDTRACOM program for printing, procurement, distribution, and inventory control of publications used in support of the NEAS and other training programs developed within the NAVEDTRACOM, to include Cognizance Symbol 0I and 1I publications for use DOD-wide.

4. Authority and Responsibility. The PM is vested with the authority, accountability, and resources necessary to manage all aspects of the NAC. The PM is the single central executive responsible for implementing the NAC and all programs within. When actions are required beyond the authority granted in this charter, the PM will refer the action to CNET with recommendations, including available alternatives.

a. PM responsibilities include:

(1) Responding to the needs of the customer.

(2) Formulating and defending program plans and budgets for the development, production, and delivery of products.

(3) Serving as the CNET single point of contact for long-range enlisted advancement system planning and policy, development of products to support NEAS.

(4) Serving as the CNET single point of contact for PQS planning and policy and development of products to support that program.

(5) Coordinating all technology insertion strategies with CNET (ETS).

b. When an official above the PM exercises decision authority on program matters, the decision will be documented with a copy to CNET. The official making the decision will be held responsible.

5. Limitation of Authority. The PM does not have the authority to deviate from policy established by CNET or higher authority.

6. Relationship to Chartering Authority. CNET reports directly to the Director of Naval Training (N7) for all matters pertaining to the NAC. The PM receives authority from, and is directly responsible and accountable to, CNET for the discharge of the responsibilities for the NAC. The PM receives policy and guidance from Chief of Naval Operations (N132) for the NEAS and guidance from the fleet for PQS.

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7. Participating Organizations

a. CNET Headquarters. All elements of CNET headquarters will support the PM. The PM is authorized direct liaison with all CNET organizational elements in fulfilling assigned responsibilities.

b. CNET Activities. Direct liaison with CNET activities concerned with the program is authorized. Under the PM's guidance, formal work assignments to CNET activities will be coordinated by the appropriate organization in CNET, following directives issues by higher authority.

c. Non-CNET Activities. Assignments to activities not under CNET control will be coordinated with the cognizant headquarters organization. When applicable, the PM will establish Memoranda of Agreement (MOAs) or Memoranda of Understanding (MOUs) between NETPDTC and organizations not under CNET control.

8. Congressional and Public Information. CNET is responsible for coordinating and disseminating public information on the NAC within the Department of the Navy, to legislative bodies, industry, and to the general public. This responsibility has been delegated to the CO, NETPDTC.

9. Resources Assessment

a. The PM will evaluate and document the effect of proposals to increase or decrease the resources authorized to execute the program and will determine the effect of proposed changes on approved costs, schedules, and delivery of products. The officials having final decision authority during programming, reprogramming, and budgeting deliberations will consider the PM's evaluation.

b. CNET will be informed of any instance where requirements of the NAC cannot be completed within the resources and time available.