



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-6100

CNETINST 5450.46B
C-3
APR 2 1990

CNET INSTRUCTION 5450.46B

Subj: MISSION AND FUNCTIONS OF NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA), PENSACOLA, FL

Ref: (a) OPNAVNOTE 5450 Ser 09B22D/6U309741 of 6 Aug 86 (NOTAL)

Encl: (1) Functions of NETPMSA

1. Purpose. To publish functions of NETPMSA under the mission established by reference (a).

2. Cancellation. CNETINST 5450.46A

3. Mission. Designs, develops, and administers education and training programs; administers the Navy's Enlisted Advancement System; and provides information systems support, financial processing services, and administrative and logistics support to assigned activities.

4. Status and Command Relationships. NETPMSA is a shore activity in an active (fully operational) status under a commanding officer.

a. Echelon:

(1) Chief of Naval Operations

(2) Chief of Naval Education and Training (CNET)

(3) NETPMSA

b. Area Coordination:

(1) Area and Regional Coordinator - CNET

(2) Local Coordinator - Naval Air Station, Pensacola, Florida

5. Overseas Diplomacy. NETPMSA serves as an effective instrument of U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

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6. Action. In accomplishing the assigned mission, the Commanding Officer, NETPMSA will ensure performance of the functions in enclosure (1). The Commanding Officer, NETPMSA is requested to advise CNET of any recommended modification to the mission and functions of NETPMSA.



E. D. CONNER
Vice CNET

Distribution (CNETINST 5218.1D, Case A):
List II 1

Copy to:
SNDL A3 (CNO (OP-09B2, 01))
Lists I through IX

Stocked:
Chief of Naval Education and Training (Code 00111)
Naval Air Station
Pensacola, FL 32508-5100

FUNCTIONS OF NETPMSA

1. Exercises command over the Naval Education and Training Support Centers, Pacific and Atlantic. (A)
2. As directed by CNET, performs training safety reviews, assesses training appraisal systems, and evaluates training effectiveness through the CNET Training Performance Evaluation Board (TPEB). (A)
3. Exercises funding administration and provides accounting services for CNET centrally managed programs and assigned Naval Education and Training Command (NAVEDTRACOM) activities; performs major claimant accounting services; develops the NAVEDTRACOM Automated Data Processing (ADP) Program Objective Memorandum (POM) and budget submissions. (R)
4. Develops and maintains a course costing capability that tracks training costs and serves as a basis for computing Military Sales pricing. Provides resource data and analyses regarding manpower, finances, student management, and equipment to CNET Program Managers. (R)
5. Administers and manages the operation of the CNET Program Automated Tracking System (CPATS) in accordance with the policies and procedures established by CNET. In coordination with CNET Program Managers, plans, designs, develops, implements, and maintains CPATS.
6. Provides professional support in all matters pertaining to Chaplain Education and Training Program development.
7. Develops and recommends NAVEDTRACOM visual information policy and acts as CNET agent for visual information matters. Under CNET direction, maintains a major claimant visual information management office to provide program management for all visual information activities in the NAVEDTRACOM. (R)
8. As a NAVCOMPT designated Financial Information Processing Center, performs disbursing, accounting, bill paying, reporting, payroll, administrative examination, and other financial service functions for assigned activities both internal and external to the NAVEDTRACOM.
9. Develops Rate Training Manuals, nonresident career courses and correspondence courses. Administers the Navy's correspondence course system.
10. Develops Navy enlisted advancement examinations for petty officer third class through chief petty officer. Develops military leadership and apprentice qualification examinations.
11. Administers the Navy Enlisted Advancement System. Distributes advancement examinations, processes examination and selection board returns, publishes advancement results, issues authority for advancement to petty officer third class through master chief petty officer, and develops statistical reports on advancement system.
12. Designs and develops instructional materials for education and training programs; conducts front end analyses; serves as the NAVEDTRACOM repository for personnel performance profiles, training path system charts, and Navy

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Occupational Task Analysis Program (NOTAP) reports; serves as CNET agent for the coordination of interactive courseware (computer-based instruction) development, acquisition, implementation and utilization within the NAVEDTRACOM; on behalf of CNET, serves as the Navy clearinghouse agent for the on-board training (OBT) package program.

13. Manages and provides administrative and technical guidance for the Naval Service General Library Program, ashore and afloat, and the professional and technical library programs of NAVEDTRACOM activities.

R) 14. Develops and recommends NAVEDTRACOM policy, plans, procedures, and resource requirements for the Navy's Voluntary Education Program. Exercises day-to-day program management for the administration, operation, and execution of these programs.

R) 15. Manages, administers, and coordinates the NAVEDTRACOM Education Specialist Graduate Co-Op Program.

A) 16. Coordinates CNET's Personal Excellence Partnerships in Education activities.

17. Develops and recommends NAVEDTRACOM policy and guidance for the management of the Navy's Section Six Schools. On behalf of CNET, exercises program management functions for assigned schools, including administration, coordination and support. Represents CNET as the Navy's Military Service Representative to the Department of Defense for operation and management of Section Six Schools.

18. Performs liaison with the training research and development (R&D) community on behalf of CNET; monitors R&D to determine application to NAVEDTRACOM and recommends sites for testing R&D products; and prepares evaluation and implementation plans for CNET sponsored R&D projects. Under CNET direction, conducts the transitioning of instructional technologies and good practices from R&D to the operational training environment (for example, the Model School initiative).

R) 19. Manages overall planning, organization, and direction of visual information support services within the Pensacola Naval Complex; and, manages the acquisition, adoption, and production of Category 1 through 3 productions for NAVEDTRACOM activities within the assigned Central United States region.

20. As the NAVEDTRACOM Central Design Agency (CDA), designs, develops, implements, and maintains automated information systems (AISs) under Naval Training Information Systems and other AISs as assigned; develops automated support methodologies and procedures to consolidate, integrate, and standardize the collection, storage, retrieval, and distribution of NAVEDTRACOM training data; provides functional analysis support and ADP services to NAVEDTRACOM activities and others as assigned; provides acquisition management and inventory control for the procurement of NAVEDTRACOM ADP hardware, software, and telecommunications; acts as Functional Manager and/or Project Manager for designated AISs; manages the NAVEDTRACOM ADP Security Program; maintains continuous accountability of NAVEDTRACOM ADP resources and Life Cycle Management documentation by AIS, including reimbursable automated services.

21. Develops and recommends NAVEDTRACOM Information Resources Management (IRM) (A program policy; develops long-range and strategic planning documentation and proposals in support of CNET IRM goals, including the Component Information Management Plan (CIMP) and NAVEDTRACOM annual technical architecture plan; develops the NAVEDTRACOM ADP POM and budget submissions; recommends programming actions for the execution of NAVEDTRACOM IRM Board; and, represents CNET at Navy-wide IRM policy and planning functions, as assigned.
22. Administers the NAVEDTRACOM program for printing, procurement, distribution, and inventory control of publications utilized in advancement-in-rate and training programs developed by NETPMSA, the NAVEDTRACOM Cognizance Symbol OI and II publications of use DOD-wide, and the NAVEDTRACOM Special Purpose Publications Procurement program; coordinates procurement, distribution and inventory control of Navy Voluntary Education Program instructional materials.
23. Provides training support services in support of education and training programs for foreign governments under the International Logistics Program.
24. Develops and recommends NAVEDTRACOM policy, plans, procedures, and resource (A requirements for the Naval Junior Reserve Officers Training Corps (NJROTC) Program and the Broadened Opportunity for Officer Selection and Training (BOOST) Program. Exercises day-to-day program management for the administration, operation, and execution of these programs.
25. Provides administrative and management support services associated with Naval Reserve Officers Training Corps program operations.
26. Operates a Consolidated Civilian Personnel Office providing civilian personnel and equal employment opportunity services for the Pensacola Naval Complex.
27. Assists in development and administration of NAVEDTRACOM civilian personnel and equal employment opportunity programs.
28. Provides administrative and logistics support to command elements, tenant commands, and organizations in accordance with individual support agreements.