



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

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PENSACOLA FLORIDA 32508-5220

CNETINST 5450.6F
N83

12 JUL 1995

CNET INSTRUCTION 5450.6F

Subj: ORGANIZATIONAL POLICY AND STRUCTURE FOR THE NAVAL
EDUCATION AND TRAINING COMMAND (NAVEDTRACOM)

Ref: (a) OPNAVINST 5450.169D
(b) CNETINST 5310.1F
(c) OPNAVINST 1000.16H

1. Purpose. To set Chief of Naval Education and Training (CNET) policy, assign responsibility, and prescribe actions regarding the organizational structure of activities within the NAVEDTRACOM.

2. Cancellation. CNETINST 5450.6E

3. Policy. It is the policy of CNET to promote, establish, and maintain the most effective and efficient organizational structures.

4. Revisions. Since this is a major revision, specific additions, deletions, and revisions have not been noted as such.

5. Discussion

a. The mission of the NAVEDTRACOM carries an implied responsibility at all echelons of command that education and training processes, products, and related support functions are effective and efficient. Effective is defined as accomplishment of mission and functions. Efficient is defined as doing what is necessary and doing it with the least total resources. It is the commanding officer's responsibility to ensure economy of operations through development of an efficient organization using sound position/billet management concepts and practices while remaining within assigned and planned resources.

b. Determination of the most effective and efficient organization is a complex process requiring the support and participation of executives, managers, and staff personnel. All operations, both direct and overhead, will be continuously reviewed to ensure their necessity and the use of least resources. Line officials should fully utilize all available staff and advisory support as various issues are involved in developing organizational structures.

6. Establishment, Disestablishment, and Modification of NAVEDTRACOM Activities. Reference (a) provides guidance for the establishment, disestablishment, or modification of shore

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activities. Activities contemplating such action must coordinate these matters with their respective chain of command to ensure conformity with current policy and procedures. CNET (N-83) is the cognizant code for NAVEDTRACOM organizational matters.

7. Organizational Criteria. Organizations throughout the NAVEDTRACOM will meet the following criteria:

a. The NAVEDTRACOM consists of two management headquarters: CNET and Chief of Naval Air Training (CNATRA). All other NAVEDTRACOM commands are categorized as field activities. Headquarters will be organized by divisions, branches, and sections. Field activities will be organized by departments, divisions, branches, and sections. Headquarters' divisions and field activities' departments will be responsible for an entire product, service, or function (e.g. instruction, engineering, personnel, etc.). Subsequent levels of organization will be structured to effectively and efficiently contribute to the role of the division or department. Organizations will be structured in a manner to eliminate duplications of efforts, overlapping responsibilities, and organizational fragmentation.

b. Organizational elements will be titled by function performed or product/service provided and coded in a numerical, alpha-numerical, or alphabetical manner related to the next higher organizational element. Titles, functions, and coding will be identified to at least the branch level.

c. Organization billet and position structures shall be established consistent with sound position management principles provided in reference (b).

d. Organizations will not be established if they result in a staffing requirement greater than that available, plus approved programmed resources. Similarly, an additional need for higher graded military billets and civilian positions should not result solely from reorganizations.

e. There will be no continuous utilization by a headquarters of personnel assigned to a field activity unless the field activity has been formally assigned support functions. An exception is the use of additional duty (ADDU) billets established in accordance with reference (c).

8. Responsibilities.

a. CNET will:

(1) Provide guidance to subordinate activities regarding organizational policy, criteria, and evaluation.

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(2) Monitor the organizational guidance developed by echelon 3 activities for use by their subordinate commands.

(3) Review and approve organizational structure of echelon 3 activities when changes in the organizational structure are undertaken at the division or special assistant level for headquarters commands and the department or special assistant level for field activities.

(4) Review and approve organizational structure of echelon 3 activities as recommended through the Efficiency Review process and other directed evaluations and studies.

(5) Review activity organizational structure during the triennial command inspection to ensure compliance with this instruction.

(6) As requested, provide assistance to activities on organizational issues.

b. Echelon 3 activities are delegated approval authority for organizational changes within their subordinate commands and shall:

(1) Carry out the responsibilities in paragraph 6 for activities in their chain of command.

(2) Promulgate organizational guidance, consistent with the above policy, discussion, and criteria for use by subordinate activities to ensure the most effective and efficient organizational structures. Guidance should also include, where applicable, a standard coding system for functional uniformity throughout each activity or across activities.

(3) Submit their proposed organizational changes to CNET for approval, if changes are proposed at the division or special assistant level for headquarters commands and department or special assistant level for field activities. As examples, unless directed by higher authority or other CNET directive, approval is required to establish, eliminate, or consolidate special assistants and departments, transfer of function(s) between departments, special assistants, etc. Requests to reorganize shall include a current organization chart, a proposed organization chart, a narrative justification addressing rationale for change(s), and a detailed staffing plan for proposed change(s).

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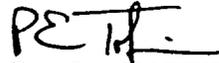
(4) On receipt of approval, submit an Activity Manpower Document (AMD) change request to update the command's AMD to reflect approved changes.

c. All CNET activities shall:

(1) Ensure that their organizational structure adheres to the policy and guidance of this instruction and other pertinent and relevant instructions or directives which may be promulgated through the chain of command.

(2) Maintain an up to date organizational manual which includes the activity's mission statement, organization charts and narrative descriptions of functions assigned to each organizational element.

(3) Provide CNET (N83) with two copies of the latest organization manual and all subsequent changes when promulgated.


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