



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 5450.70
N-831

30 AUG 1994

CNET INSTRUCTION 5450.70

Subj: MISSION AND FUNCTIONS OF NAVAL CONSTRUCTION TRAINING CENTER (NAVCONSTRACEN), PORT HUENEME, CA

Ref: (a) OPNAVNOTE 5450 Ser 09B33/4255 of 8 Aug 74 (Canc frp: Dec 74)

Encl: (1) Functions of NAVCONSTRACEN Port Hueneme

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

2. Cancellation. CNTECHTRAININST 5450.25C

3. Mission. To administer those courses and special training programs assigned by the Chief of Naval Education and Training, to train enlisted and officer personnel to prepare them for early usefulness in their designated specialties and to supplement on-the-job training by providing advanced or specialized training when such training can be more advantageously given in a formal course.

4. Status and Command Relationships. NAVCONSTRACEN Port Hueneme is a shore activity in an active, fully operational status.

a. Echelon

(1) Chief of Naval Operations

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

(3) NAVCONSTRACEN Port Hueneme

b. Area Coordination

(1) Area Coordinator - Commander in Chief, U.S. Pacific Fleet

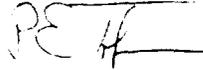
(2) Regional Area Coordinator - Commander, Naval Base, San Diego

5. Overseas Diplomacy. NAVCONSTRACEN Port Hueneme serves as an effective instrument of the U.S. foreign policy by initiating and conducting action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work

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effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

6. Action. In accomplishing the assigned mission, NAVCONSTRACEN Port Hueneme will ensure performance of the functions in enclosure (1) and advise CNET of any recommended modification to the mission or functions of NAVCONSTRACEN Port Hueneme.



P. E. TOBIN
Vice CNET

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FUNCTIONS OF NAVCONSTRACEN PORT HUENEME

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVCONSTRACEN Port Hueneme; issue such detailed internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the command.
2. Provide existing courses, or specially tailored adaptations thereof, as directed by CNET to meet the training requirements of the Navy and, to the degree necessary, the Marine Corps, Army, Air Force, Coast Guard, foreign nationals under the Military Assistance Program or Foreign Military Sales, and civilian personnel attached to Navy industrial activities.
3. Ensure successful and uniform accomplishment of training in accordance with prescribed course material; require high standards of qualification for instructors and students. In furtherance of these objectives, carry out on a continuing basis an evaluation of instruction and the complete learning environment.
4. Make recommendations to CNET regarding the design and development of new course material and any necessary changes to that already established.
5. In support of Navy policy emphasizing the importance of military and motivational training and in recognition of the effect such training has on retention, upgrading professionalism, and improving the perception of the Navy, ensure that the military and motivational aspects of training are given strong emphasis equal to the emphasis afforded the technical areas.
6. Maintain and operate training equipment, devices, and aids; maintain operational equipment assigned for utilization in the training program.
7. Exercise effective control over the financial operations within the command through sound accounting principles and progressive modernization of programming, budgeting, accounting, and statistical reporting and auditing practices under the Resources Management System of the Department of the Navy.
8. Exercise control over numerous management programs and functional areas inherent of a naval shore activity which should include, but not be limited to, retention, 3-M, occupational safety and health, traffic and recreational safety, internal review, equal employment opportunity, command managed equal opportunity, and other similar management programs.

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9. Maintain close liaison with the Local Area Coordinator, or such other commander as he/she may designate in writing, for emergency and disaster preparedness matters.

10. Administer Special Construction Battalion Training (SCBT) to Naval Mobile Construction Battalions and other DOD agencies as required.

11. Serve as a Base Audiovisual Service Activity by providing central management of audiovisual resources and services to authorized activities. Included are the design, production, distribution, application, and evaluation of products in video, graphic arts, aids, and displays; and any other services as authorized.

12. Keep CNET advised regarding the general progress and results of training being conducted in the command.

13. Perform such other functions as may be directed by CNET.