



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

CNETINST 5450.59  
N-831

06 SEP 1994

CNET INSTRUCTION 5450.59

Subj: MISSION AND FUNCTIONS OF NAVAL OCCUPATIONAL SAFETY AND  
HEALTH AND ENVIRONMENTAL TRAINING CENTER  
(NAVOSHENVTRACEN), NORFOLK, VA

Ref: (a) OPNAVNOTE 5450 Ser 09B22/4U511151 of 15 Feb 94 (Canc  
frp: Mar 95)

Encl: (1) Functions of NAVOSHENVTRACEN

1. Purpose. To publish functions of NAVOSHENVTRACEN under the mission established by reference (a).
2. Cancellation. CNTECHTRAINST 5450.117
3. Mission. To provide training and related services for naval military and civilian personnel, afloat and ashore, in areas of occupational safety and health, environmental protection, and hazardous material control; and, to perform such other functions and tasks as may be directed by higher authority.
4. Status and Command Relationships. NAVOSHENVTRACEN 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) NAVOSHENVTRACEN
  - b. Area Coordination
    - (1) Area Coordinator - Commander in Chief, U.S. Atlantic Fleet
    - (2) Regional Area Coordinator - Commander, Naval Base, Norfolk, VA
5. Action. In accomplishing the assigned mission, NAVOSHENVTRACEN will ensure performance of the functions in

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enclosure (1) and advise CNET of any recommended modification to the mission or functions of NAVOSHENVTRACEN.



P. E. TOBIN  
Vice CNET

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**FUNCTIONS OF NAVOSHENVTRACEN**

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVOSHENVTRACEN and issue such detailed internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the Command in support of the mission assigned.
2. Serve as the CNET agent to provide primary training, ashore and afloat, as defined in the Naval Occupational Safety and Health (NAVOSH) and Hazardous Material Control and Management (HMC&M) Navy Training Plan (NTP), S-40-8603 (as revised); and the Environmental and Natural Resources Program, NTP X-90-9201 (as revised).
3. Ensure that training courses developed or revised by the NAVOSHENVTRACEN are in consonance with the instructional systems development procedures established by higher authority. Ensure that the training of all personnel enrolled in courses established by CNET, at the NAVOSHENVTRACEN, is conducted in accordance with directives and procedures established by higher authority. Perform course curricula model manager functions for courses under curricula model management at the NAVOSHENVTRACEN.
4. Make recommendations to CNET regarding the design and development of new course curricula and any necessary changes to established curricula.
5. Exercise effective control over the financial operations within the NAVOSHENVTRACEN 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.
6. 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.
7. Maintain close liaison with the local area coordinator, or such other commander as may be designated in writing, for emergency and disaster preparedness matters.

Encl (1)

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8. Prepare and maintain basic safety program and environmental manuals, as directed, and assist appropriate offices, commands or agencies in the preparation of general or specific operating instructions, as requested.
9. Maintain liaison with naval commands and offices to ensure knowledge of and to recommend training action on factors affecting safety and occupational health and environmental issues.
10. Maintain a library of research, technical development, safety, occupational health, and environmental professional development information.
11. Provide representation to and/or sponsor conferences, symposia, seminars, and adhoc groups in furtherance of Department of the Navy mishap prevention and environmental programs. As directed, provide membership on review boards and advisory councils.
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.