



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 11000.3
N83

20 FEB 2003

NETPDTC INSTRUCTION 11000.3

Subj: **REQUESTS FOR RELEASE OF INFORMATION TO EXTERNAL SOURCES**

1. **Purpose.** To establish Naval Education and Training Professional Development and Technology Center (NETPDTC) policy and procedures for the release of command specific information to external sources.
2. **Cancellation.** NETPDTCINST 11000.2A.
3. **Scope.** This policy and procedures apply to all NETPDTC organizational components regardless of geographic location and pertains to all mission/functions, budget/financial/costing, contracts, manpower, and any other information that is pertinent to the operation, efficiency, or status of this command.
4. **Background.** We continue to receive frequent requests for information through various data calls or through personal contacts. It is imperative that this information is accurate and formatted in a way that it appropriately responds to the request.
5. **Policy.** To ensure that consistent and accurate portrayal of NETPDTC information and data is achieved, all requests for information, whether requested via a data call or personal contact, must be fully coordinated and approved for release in accordance with Sections 6 (responsibilities) and 7 (procedures) of this instruction.
6. **Responsibilities**
 - a. The Resource Management Officer (RMO), Code N8, is the command primary point of contact. The Head of Manpower/Personnel Division, Code N83, will serve as the alternate.
 - b. The RMO will ensure the Commanding Officer and Executive Officer are fully aware of all requests for information and from whom the request originated.

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c. Department Directors will provide data in a timely manner and certify its accuracy.

d. Geographically dispersed organizational components (detachments, units, sites, and centers) will coordinate all requests for information through their chain-of-command to the RMO. **Remote sites are not allowed to provide information without the approval of the RMO or the Commanding Officer.**

7. **Procedures.** The following procedures will be adhered to:

a. All requests for information will be forwarded via the chain-of-command to the RMO for staffing and coordination. The RMO will determine who needs to provide input and assign for action accordingly.

b. Individuals assigned action will provide information requested and certify its accuracy.

c. The RMO will compile the information and, with CO approval, authorize release.



G. B. D'E

Distribution: (NETPDTINST 5216.1G)
Lists I, IA, and II

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