



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
8490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1418.1
N31
APR 06 2004

NETPDTC INSTRUCTION 1418.1

Subj: **NETPDTC ACCOUNTABILITY AND CONTROL OF NAVY ENLISTED
EXAMINATION MATERIAL (PAPER AND ELECTRONIC FORMAT)
PROCEDURES**

Ref: (a) Advancement-in-Rate Examination Development Manual,
NETPDTC Special Publication
(b) BUPERSINST 1430.16E
(c) NETPDTCINST 5510.1A
(d) SECNAVINST 5510.36

1. **Purpose.** To issue the Naval Education and Training Professional Development and Technology Center (NETPDTC) accountability and control requirements for Navy enlisted examination material (paper and electronic format) procedures.

2. **Objective.** To ensure maximum uniformity and effectiveness within the command for controlling and accounting for Navy Enlisted Examination material and associated electronic file procedures, per references (a) through (c).

3. **Scope and Responsibility.** This instruction supplements reference (a) and applies to all NETPDTC personnel (military, civilian, and contractor) who handle examination materials.

4. **Action**

a. All military subject matter experts, civilian, and contractor personnel who handle examination material or electronic files will familiarize themselves with the contents of this instruction and applicable references.

b. Reference (b) directs that ALL examination materials, both unclassified and classified, must be handled with care. Stowage of examination material shall be in accordance with the strict guidance provided in references (c) and (d).

(1) Examination materials include printed booklets, smooth and rough copies, banks, test plans and outlines, answer keys, illustrations, items and their statistics, and any other documents or articles that could possibly divulge examination content, including floppy disks, compact discs (CDs), data bases, rough drafts, and scratch paper.

APR 06 2004

(2) Office desks do not provide minimum security for storing examination materials. Most offices are not sufficiently secure to allow examination materials to be left unattended. A "need-to-know" policy applies to all examination materials and files, classified or unclassified.

c. To prevent compromise, control and accountability of examination content, whether classified or unclassified, shall be handled with the same stipulations set forth in reference (d) for SECRET material.

(1) Do not leave examination materials untended. Material should be secured in a locked safe when personnel leave their office. Materials that are not usually retained, such as scratch paper or unneeded printouts, should be stored in a burn bag for proper disposal. The burn bag should be stored in a safe. Burn bags should be disposed of either by burning or shredding in an approved shredder. Each individual involved in examination development is responsible for ensuring that the security of those materials maintains the integrity of the examination and its contribution to the Navy Enlisted Advancement System (NEAS), as well as the integrity of the command and the team members. Dutiful attention to examination materials security is even more critical due to the easy access to most working spaces at this command.

(2) Exam development and databasing is accomplished via one of three secure/closed LANs and several secure servers. Every effort must be made to ensure that electronic exam information stays within these LANs and that no capability exists for outside interests to obtain access. Certain ADP requirements may require high-security software and hardware provisions. Decisions regarding the security of these provisions are under the authority of the department head.

(3) The following will be strictly adhered to in order to safeguard all classified and unclassified examination materials:

(a) Use a log to sign for receipt and transfer of examination materials, and maintain a personal copy of all logs.

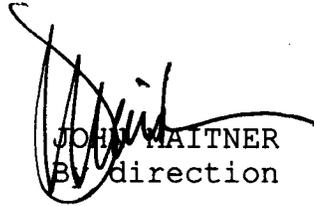
(b) Store printed examination materials, removable hard drives, floppy disks, etc. in a safe.

(c) Prevent examination information from being viewed by unauthorized persons.

(d) Do not remove examination materials from NETPDTC without authorization from the department head.

(e) Mark materials used for examination training purposes with "FOR TRAINING PURPOSES ONLY."

d. Disclosure of examination information to others is not authorized without approval of the department head.



JOHN MAITNER
BV direction

Distribution: NETPDTCINST 5216.1G
Lists I and II

Web Access: MAIN INDEX
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

NETPDTC INSTRUCTION 1418.1

Subj: **NETPDTC ACCOUNTABILITY AND CONTROL OF NAVY ENLISTED EXAMINATION MATERIAL (PAPER AND ELECTRONIC FORMAT) PROCEDURES**

Ref: (a) Advancement-in-Rate Examination Development Manual, NETPDTC Special Publication
(b) BUPERSINST 1430.16E
(c) NETPDTCINST 5510.1A
(d) SECNAVINST 5510.36

1. **Purpose.** To issue the Naval Education and Training Professional Development and Technology Center (NETPDTC) accountability and control requirements for Navy enlisted examination material (paper and electronic format) procedures.

2. **Objective.** To ensure maximum uniformity and effectiveness within the command for controlling and accounting for Navy Enlisted Examination material and associated electronic file procedures, per references (a) through (c).

3. **Scope and Responsibility.** This instruction supplements reference (a) and applies to all NETPDTC personnel (military, civilian, and contractor) who handle examination materials.

4. **Action**

a. All military subject matter experts, civilian, and contractor personnel who handle examination material or electronic files will familiarize themselves with the contents of this instruction and applicable references.

b. Reference (b) directs that ALL examination materials, both unclassified and classified, must be handled with care. Stowage of examination material shall be in accordance with the strict guidance provided in references (c) and (d).

(1) Examination materials include printed booklets, smooth and rough copies, banks, test plans and outlines, answer keys, illustrations, items and their statistics, and any other documents or articles that could possibly divulge examination content, including floppy disks, compact discs (CDs), data bases, rough drafts, and scratch paper.

[Handwritten signature]

FAA
011

N3

N31