



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 5000.1

OOC

17 OCT 2000

NETPDTC INSTRUCTION 5000.1

Subj: **COMMAND EVALUATION (CE) PROGRAM WITHIN NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTC)**

Ref: (a) SECNAVINST 7510.9
(b) DON Command Evaluation Manual
(c) OPNAVINST 5000.52A

1. **Purpose.** To provide policy and guidance for the Command Evaluation (CE) Program within NETPDTC.
2. **Cancellation.** NETPMSAINST 5000.1B.
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. **Background.**

(a) References (a), (b), and (c) emphasize command responsibilities for maintaining economy, efficiency, effectiveness, and integrity. References reaffirm the responsibilities to institute an in-house capability to review and evaluate overall command performance and compliance with directives,

(b) To meet these responsibilities, NETPDTC tailored the (CE) function to provide an in house effort designed to assist the CO in improving mission accomplishment, assessing the efficiency of command functions, and economizing use of resources, while attaining the standards in reference (b).

(c) Analysts may perform reviews/evaluations or studies of command operations, These reviews/evaluations/studies/reports are the property of the CO and intended for his/her sole use to the extent permitted by higher authority.

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5. Policy

(a) General. NETPDTC has implemented a CE function per references (b) and (c). In carrying out these responsibilities, the CO has the freedom and opportunity to establish the organization in the manner deemed most efficient and effective to accomplish the mission and protect the integrity of the command per reference (a).

b. Organization

(1) To receive proper attention and insure independence, the CE Program is placed in the direct staff relationship to the co. The CE staff is permitted to cross organizational lines and examine areas objectively and without fear of retribution.

(b) The CE Program is not organizationally aligned with the inspector general function, the DON considers these efforts as being separate and distinct. However, CE personnel augment the Inspector General with assistance during inspections or investigations.

6. Responsibilities

a. The Commanding Officer will:

(1) Ensure unfiltered reports are submitted without fear of retribution.

(2) Ensure the function is staffed with competent individuals,

(3) Ensure deficiencies noted in CE reports are promptly corrected.

(4) Approve the Annual Review Plan.

b. The Executive Officer will

(1) Provide daily administrative supervision.

(2) Assist the CO with actions listed above.

c. The Command Evaluation Officer (OOC) will:

(1) Keep the XO fully informed of all CE actions and related matters.

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(2) Manage the CE Program in accordance with the guidance established in reference (b).

(3) Prepare the Annual Review Plan.

(4) Ensure all CE reporting requirements are met.

(5) Ensure review findings are presented in a clear and concise manner, showing the problem and the related cause, condition, and effect.

(6) Serve as the primary point of contact for actions related to audits, surveys, and reviews conducted by external agencies.

(7) Perform audit liaison, follow-up and on-site verification functions.

(8) Ensure analysts receive training to maintaining their professional expertise.

(9) Establish a follow-up system and monitor recommended corrective actions planned and taken to ensure they are completed in a timely manner.



M. L. MORAN

Distribution: (NETPDTCINST 5216.1C)
Lists I, IA, and II