



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

Canc frp: Oct 04

IN REPLY REFER TO
NETPDTCNOTE 5215
Code 011

MAR 05 2004

NETPDTC NOTICE 5215

Subj: **NUMERICAL INDEX OF EFFECTIVE NETPDTC DIRECTIVES**

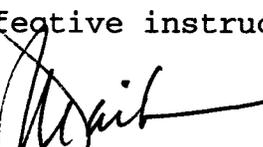
Encl: (1) Numerical list of NETPDTC Instructions
(2) Numerical list of NETPDTC Notices
(3) Numerical list of NETPDTC Policy Statements
(4) Numerical list of NETPDTC Forms
(5) Canceled NETPDTC Directives

1. **Purpose.** To publish a numerical index of effective Naval Education and Training Professional Development and Technology Center Instructions (NETPDTCINST), Notices (NETPDTCNOTE), Policy Statements, and Forms (NETPDTCForms).

2. **Action.** Enclosures (1) through (4) are furnished to determine currency of instructions, notices, policy statement files, and forms. Recipients of these checklists are required to hold **ONLY** those instructions and/or notices applicable to the performance of assigned duties. Enclosure (5) lists canceled NETPDTC instructions and reason for cancellation.

3. **INTERNET/WWW Access.** All directives may be accessed via the web: <https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>.

4. **Cancellation Contingency.** This notice remains in effect until issuance of the next index of effective instructions.


JOHN MAITNER
By direction

Distribution: (NETPDTCINST 5216.1G)
Lists I, IA, & II

Web Access: MAIN INDEX
<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

NETPDTCNOTE 5215
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INDEX OF EFFECTIVE NETPDTC INSTRUCTIONS

<u>INST NO.</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
1000.1A	00E	01-27-00	Normal Working Hours for Military Personnel	Lists I & II
1050.3B	N831	01-25-02	Leave and Liberty	Lists I & II
1330.1D	OOE	10-06-03	Procedures for Request Mast, Discrimination Complaints, Routing of Special Requests, Meritorious Mast and CO's NJP	Lists I & II
1560.1B	N811	02-19-03	Tuition Assistance (TA) Collection Procedures	N2, N6 & N8 Only
1560.2B	N2A4	03-13-00	Tuition Assistance System Operation and Management	Lists I & IA
1601.1C	N342	09-04-03	Command Watch Organization and Responsibilities	Lists I & II
1610.2A	N831	01-31-00	Conduct with Federal Prison Camp Inmates	Lists I & II
1620.1	N313	10-21-99	Extra Military Instruction and Other Nonpunitive Measures	Lists I & II
1710.1A	OOE	02-12-03	Captain's Cup Intramural Sports Program	Lists I & II
1710.3C	QOL	01-20-04	Quality of Life Advisory Committee	Lists I & II
1740.2B	N831	02-12-03	Navy Sponsor Program	Lists I & II
1800.1B	OOR	12-19-03	Retirement and Fleet Reserve Transfers	Lists I & II
2060.1A	N641	10-22-01	Management of Telephone Systems and Services	Lists I, IA & II
2110.1A	011	02-12-03	Message Communication Procedures	Lists I & II
3061.2C	N631	05-14-01	ADP Support Plan for Mobilization	List I, IA & II
4200.1A	N86	03-10-03	Unauthorized Commitments to Contractors and Procedures for Processing Resultant Contractor Claims	Lists I & II
4200.2	N861	10-06-99	Processing Unsolicited Proposals	Lists I & II
4235.1	N86	05-03-99	Request for Procurement of Supplies and Services	Lists I & II

Enclosure (1)

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<u>INST NO.</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
4360.1	N86	12-18-96	Reporting of Service Contract Labor Disputes/Contractor Default and Implementation of Related Contingency Plans	Lists I, IA & II
4570.1	N8612	12-22-99	Utilization and Disposal of Excess Material	Lists I, IA & II
4614.1	N86	10-23-00	Uniform Material Movement and Issue Priority System	Lists I & II
4860.1A	N83	06-29-01	Navy Commercial Activities (CA) Program	List I
5000.1	OOC	10-17-00	Command Evaluation (CE) Program within NETPPDC	Lists I, IA & II
5100.2A	N83	11-01-01	Tobacco Use Prevention, Cessation and Education	Lists I, IA & II
5100.8	N311	12-20-99	Coffee Mess Regulations	Lists I & II
5111.1A	N86	03-10-03	General Policy Regarding Discussions with Private Industry and Contractors	Lists I, IA & II
5112.1C	011	06-06-02	Administrative Procedures for Handling Official Mail	Lists I & II
5200.1	OOC	10-13-00	Management Control Program	Lists I
5210.5	011	08-16-02	Records Disposition Program	Lists I, IA & II
5211.2A	OOC	02-12-03	Procedures Concerning Freedom of Information & Privacy Act Matters	Lists I, IA & II
5213.1A	011	04-09-03	Forms Management	Lists I & II
5216.1G	011	02-12-03	Distribution Lists	Lists I, IA & II CNET Admin (3)
5216.2C	011	03-03-04	Correspondence Procedures and Practices	Lists I & II
5216.3B	011	02-12-03	Procedures for Preparing Briefing Sheets, Point Papers, Talking Papers, and Effective Conduct of Formal Briefings all Clerical Personnel	Lists I, IA & II
5218.1B	011	09-17-01	NETPPDC Courier System	Lists I & II

<u>INST NO.</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
5236.1 -CH-1	N6A1	10-07-02 10-23-03	Requisition/Procurement and Administration of Information Technology Equipment (ITE), Software, Services, And Communications	Lists I, IA & II
5239.1A	N6A	06-05-02	Automated Information System (AIS) Security	Lists I, IA, & II
5239.2B	N6	05-02-03	ADP Contingency Plan	Lists I & II
5354.1B	N3442	01-07-04	Command Managed Equal Opportunity (CMEO)	Lists I & II
5355.1	N2A2	07-22-98	Drug-Free Work Place (DFWP) for Civilian Employees	Lists I, IA & II
5370.1	OOC	10-17-00	NETPPDTC Hotline Program	Lists I, IA & II
5370.2A	N86	06-05-02	General Policy Regarding Contractor and Government Employee Working Relationships	Lists I, IA & II
5400.1A -CH-1	N83	05-02-02 05-05-02	NETPPDTC Organization Manual	Lists I
5430.1	OOC	10-17-00	Integrity & Efficiency Program	Lists I, IA & II
5500.3	N8612	08-03-99	Reporting of Missing, Lost, Stolen and Recovered Government Property	Lists I & II
5510.1A	N316	02-26-03	Information & Personnel Security Program	Lists I, IA & II
5512.2	N8612	12-22-99	Property Removal from the Confines of NETPPDTC	Lists I, IA & II
5530.3A	N316	06-05-02	Security of Navy Advancement Center Classified Buildings	Lists I & II
5560.1	N831	07-29-03	Parking Policy and Control	Lists I & II
5600.1A -CH-1	011	11-16-99 11-02-01	Management of Reproduction	Lists I & II
5811.1A	N313	12-06-00	Duties of Preliminary Inquiry Officers	Lists I & II
6110.1C	00E	02-12-03	Command Physical Readiness Program	Lists I & II

<u>INST NO.</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
7000.1A	N81	03-10-03	Administration and Control of Funds	List I, & II
7050.1A	N8/N83	05-18-01	Defense of Defense (DOD) Interservice and	Lists I, IA & II
-CH-1		06-05-02	Intra-Governmental Support Program	
7321.1B	N8612	06-05-02	Procedures for Accountability of Government Owned Property	Lists I, IA & II
7400.1A	N81	02-12-03	Civilian Time and Attendance	Lists I, IA, II All NETPDTC Supervisors All NETPDTC Civilian Employees
11000.3	N83	03-20-03	Requests for Release of Information to External Sources	Lists I, IA, II
11100.1A	OOE-1	06-05-02	Procedures for Material Zone Inspection	Lists I & II, SWO, CDO
11102.1	N6	06-05-02	Scheduling and Use of Building 741, NAS Pensacola, NETPDTC Computer Facilities	Lists I & II
11320.1	N311	12-16-99	Fire Protection and Fire Prevention Regulations	Lists I & II
12301.1	N83	04-09-01	Overseas Civilian Employment Policy	Lists I, IA & II
12308.2A	N832	01-29-01	Employment & Promotion Policy for Student Aids	List I & II
*12335.2	N83	03-02-92	Personnel Recruitment Actions and Selection Procedures	Lists I & II
-*CH-1		11-18-93		
12351.1A	N83	07-17-00	Competitive Area for Reduction-in Force (RIF)	Lists I, IA & II
-CH-1		11-04-03		
12410.1B	N832	03-10-03	Student Career Experience Program (SCEP)	List I & II
12410.3	N832	01-26-00	Work Force Development and Training	Lists I, IA & II
-CH-1		01-29-01		
12430.1	N832	01-22-02	Preparation and Submission of Civilian Performance Appraisals using the Two Level Summary Rating System	Lists I, IA & II

<u>INST NO.</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
12451.1C	N83	01-20-04	NETPDT Civiillian Employee/Senior Civiillian Employee of the Quarter/Year	Lists I & II
12510.1	N83	12-06-99	Managing to Payroll (MTP) Program, Position Classification and Position Management (PM) Policy and Procedures	List I
12713.1	N832	06-07-02	Equal Employee Opportunity (EEO) Committee	Lists I & II
*12752.1A	N83	05-28-92	Adverse Actions for Civiillian Employees	Lists I & II
12771.1A	N83	07-17-03	Administrative Grievance Procedures	Lists I & II
12790.1E	N831	12-19-03	Reporting Deaths of DON Civiillian Employees & Assisting Next of Kin	Lists I, IA & II
12831.1A	N832	12-19-03	Civiillian Retirements	Lists I, IA & II

* Denotes NETPMSA INSTRUCTIONS currently under review by Union representatives and other cognizant parties.
 Check directives website for current status.

NETPPDTCNOTE 5215
~~MAR 05 2004~~

INDEX OF EFFECTIVE NETPPDTC NOTICES

<u>NOTICE NUMBER</u>	<u>CODE</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>CANCEL DATE</u>
1050	N8	10 Mar 03	NETPPDTC Remote Sites Administrative Leave and Early Dismissal (Policy Statement)	Lists I and IA	*Memo
5000	00	25 Jan 02	Command Policy Regarding Children in the Workplace	Lists I, IA, & II	*Memo End of Tour
5100	N3143	31 Jan 02	Occupational Safety and Health Program (Policy Statement)	Lists I, IA, & II	*Memo
5215	011	05 Mar 04	Numerical Index of Effective NETPPDTC Instructions and Notices	List I, IA, & II	Oct 04
5420	N831B	22 Jul 03	Boards, Committees, and Collateral Duties	Lists I and II Individuals listed in enclosures (1) and (2)	Mar 04
12410	N83	25 Mar 03	NETPPDTC Upward Mobility Program (UMP) Plan	Lists I, IA, and II	Upon Publication of NETPPDTC 2004 UMP Plan
12713	HRO/ 095	22 Jan 02	Equal Opportunity (EEO) and Prevention of Sexual Harassment (POSH) Policy Statements	(Special) Managers and Supervisors EEO (3)	End of Tour frp Dec 03
12713	HRO/ N83	31 Oct 03	FY04 Affirmative Employment Program (AEP) Workforce Parity Goals	Lists I, IA & II	Nov 04

NETPDTC POLICY STATEMENTS

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<u>RELATED INST/SSIC</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>REASON</u>
1050	10MAR03	NETPDTC Remote Sites Administrative Leave and Early Dismissal	Establish policy regarding leave and early dismissal at remote sites
5000	25JAN02	Children in the Workplace	Establish policy regarding children in the workplace
5100/OSHA	31JAN02	Occupational Safety and Health Program	Provide a safe & healthful workplace for all employees
NETPDTCNOTE 12713	22JAN02	Policy on Prevention of Discrimination And Sexual Harassment	Provide support for Navy's Harassment-free Work environment
NETPDTCNOTE 12713	22JAN02	Equal Employment Opportunity Policy	Provide support and commitment to Navy's EEO Program

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INDEX OF EFFECTIVE NETPDTC/NETPMSA FORMS

1000	1	MAR	2003	N831B	Military Personnel Check In/Out
1070	2	NOV	2002	N831B	Military Personnel Information Card
1071	3	OCT	2003	N831B	Officer Social Roster Information
1400	1	MAY	2003	N32	NETPDTC Automated Mailing Address Input
1418	1	MAR	2001	N31	Rough Item Card
1418	3	JAN	2001	N31	Printer Verification Checklist
1418	4	APR	2003	N31	Answer Key Change Sheet
1418	5	MAR	2003	N31	Checklist for smooth Exam Package
1418	12	APR	2002	N32	Error Batch No. Sheets
1418	13	APR	2002	N32	Batch Record Log
1418	16	APR	2002	N32	Batch Control Sheet
1418	24	NOV	2000	N31	Answer Key & Exam Checkoff Sheet
1418	25	JUN	2003	N31	Checklist for Bank Maintenance
1418	26	JUN	2003	N31	Non-Disclosure Statement
1430	2	SEP	2000	N31	Navy Wide Advancement Exam Answer Sheet
1430	3	SEP	2003	N31	Advancement in Rate or Change of Rating Worksheet
1430	4	JAN	2002	N31	P-Value Distribution Worksheet for Series Rate
1500	5	NOV	2000	N31	Personal Custody Log for Accountable Materials
1500	29	MAY	2003	N33	NETPDTC Course Application
1550	1	FEB	2002	N31	Release/Discontinue of NAVEDTRA Products
1550	7	NOV	2000	N31	Distribution/Classification Documentation for NAVEDTRA
1550	10	APR	1999	N31	Data Disk Change Record
1550	21	JUL	2001	N31	NRTC Summary Worksheet
1550	22	JUL	2001	N31	Reference List for NAVEDTRA
1550	37	JUL	2001	N31	NRTC Review Worksheet
1550	40	JUN	2001	N31	Audit Trail
1550	41	APR	2000	N31	Student Comment Sheet

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INDEX OF EFFECTIVE NETPDTC/NETPMSA FORMS (cont.)

1552	2	APR	1999	N31	Graphics Submission Checklist
1552	4	MAR	2001	N31	Information for Reviewers
1552	7	JUL	2001	N31	Illustration Source Sheet
1552	8	APR	1999	N31	Rough Art Sheet-Printed
1552	10	SEP	1999	N31	Rough Art Sheet-Electronic
1552	11	APR	2000	N31	Storyboard 4
1552	12	APR	2000	N31	Storyboard 2
1552	13	APR	2000	N31	Storyboard 1
1552	14	MAR	2003	N31	Exam Graphics Submission Cover Sheet
1560	2	AUG	2002	N2A7	USMAP Registration Card
1560	3	JAN	2004	N2	Tuition Assistance Application
1560	4	AUG	2002	N2A7	USMAP Organizational Card
1560	8	AUG	2001	N2A7	USMAP Completion of Apprenticeship Card
2060	1	OCT	2001	N6	Report of Long distance Telephone Calls
4640	1	JUN	2003	011	Motor Equipment Utilization Record – (Sedan)
4640	2	DEC	2002	011	Motor Equipment Utilization Record – (Utility/Cargo Van)
4640	3	JUL	2002	011	Motor Equipment Utilization Record – (Mini-Van)
4730	1	APR	2002	OOE-1	Zone Inspection Report
4730	2	MAR	2000	N315	Discrepancy Form
5070	1	JUL	1999	LRC	Resource Center Documents Request
5100	7	NOV	1999	011	Coffee Mess/Hot Plate Authorization Request
5110	6	APR	2001	11	Appointment of Mail Orderlies: Responsibilities and Duties
5212	1	AUG	2002	011	NETPDTC Departmental Records Inventory
5216	4	NOV	2001	011	Brief Sheet
5216	5	MAR	2002	N331	EZ Letter (Correspondence Course related)
5230	6	DEC	1998	N63	AIS Mobilization Requirements
5230	8	MAR	2002	N63	AIS ADP Workload Definition for Continuity of Ops of Local Backup

INDEX OF EFFECTIVE NETPDTC/NETPMSA FORMS (cont.)

5230	13	JUL	2003	N6	Request for ADP Equipment/Supplies/Services
5511	5	MAR	2002	011	Classified Message Log
5720	1	APR	2002	N313	News Release
5780	1	DEC	2002	11	Sauley Field Marquee Request
12300	4	NOV	2000	N83	Rating/Selection Board Member Statement
12352	1	OCT	2003	N83	Civilian Personnel Check-Out/Clearance Record
12352	2	OCT	2003	N83	Civilian Employee Check-In Form
12410	16	APR	2002	N83	Upward Mobility Statement of Understanding
12410	17	JAN	2001	N83	Upward Mobility Training Plan
12410	21	OCT	2001	N83	Supervisor's Checklist for New Employees
12410	24	MAR	2000	N8	Tuition-Free Training Request/Record
12410	25	APR	2002	N83	Supervisor's Evaluation of Employee in Upward Mobility Training
12410	26	APR	2002	N83	Formal Training Program Checklist
12410	27	APR	2002	N83	Employee Evaluation of Upward Mobility Training Program
12430	1	JAN	2004	N83	Supervisory Performance Plan
12430	3	DEC	2001	N83	Non-Supervisory Performance Plan
12451	1	JUN	2003	N831	Awards Recommendation
12451	2	FEB	1997	N832	Civilian Employee/Senior Civilian of the Quarter/Year Nomination Form
12451	3	JAN	2004	N832	Civilian of the Quarter/Year Rating Form
12451	4	JAN	2004	N832	Senior Civilian of the Quarter/Year Rating Form
12500	2	JAN	2001	N83	Advisory Classification
12510	1	JUN	2002	N83	Position Management (PM) and Analysis Sheet
12610	3	NOV	2000	N831	Work Schedule Change
12630	1	JAN	2001	N831	Restoration of Forfeited Annual Leave
12790	1	DEC	2003	N83	Emergency Data Sheet
12831	1	DEC	2003	N831	Civilian Retirement Checklist

* Denotes NETPMSA Forms

NETPPDTCNOTE 5215
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CANCELLED NETPPDTC DIRECTIVES

Cancelled Instructions -

<u>INSTRUCTION NR</u> 1610.1A	<u>SUBJECT</u> Designation as Delegated Reporting Senior for Specific SPECIAL Officer Fitness Reports & Enlisted Evaluations	<u>REASON</u> No outlying Units are No longer Assigned to NETPPDTC
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5230.2B	Chief of Naval Education and Training Program Automated Tracking System (CPATS)	Replaced by a new redesigned software program.
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6280.1	NETPPDTC Qualifying Recycling Program (QRP)	Program handled by FBP
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Cancelled Notices -

<u>NOTICE NR</u> 5050	<u>SUBJECT</u> Commissioning Ceremony ICO CTO Clary	<u>REASON</u> Completed
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Cancelled Policy -

<u>POLICY NR</u> None	<u>SUBJECT</u>	<u>REASON</u>
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Cancelled Forms -

<u>FORM NR</u> 1550/8	<u>SUBJECT</u> Review Sheet	<u>REASON</u> No longer applicable.
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Cancelled Forms (continued) -

<u>FORM NR</u>	<u>SUBJECT</u>	<u>REASON</u>
1550/39	Analysis & Design Folder Information Sheet	No longer applicable.
1550/47	Learning Objectives Rating Sheet	No longer applicable.
1552/1	Project Planning Schedule Worksheet	No longer applicable.
4035/1	Carton Marker/Packing List	No longer applicable.
12711/2	Absence from Duty Request	No longer applicable.