



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:

NETPDTCCINST 5400.1A CH-1  
N83  
5 May 2002

NETPDTCC INSTRUCTION 5400.1A CHANGE TRANSMITTAL 1

Subj: NETPDTCC ORGANIZATION MANUAL

Encl: (1) Section 12: Systems Engineering and Technology  
Services Department N6

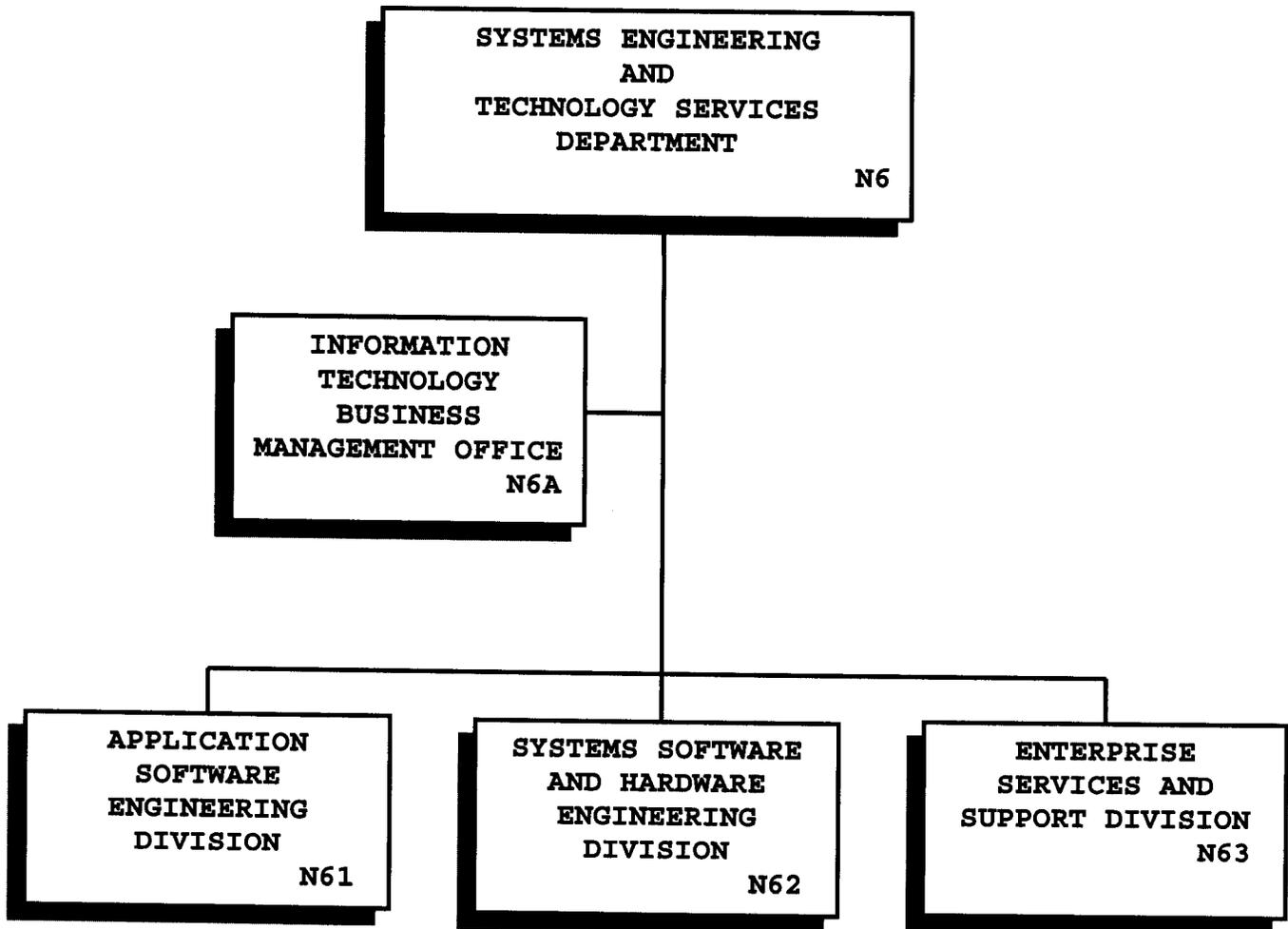
1. **Purpose.** To issue change 1 to the basic instruction.
2. **Action.** Make the following changes to the basic instruction:  
Remove Section 12 and replace with enclosure (1).

  
G. B. DYE

Distribution: (NETPDTCCINST 5216.1E)  
List I

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

**SECTION 12**  
**SYSTEMS ENGINEERING**  
**AND**  
**TECHNOLOGY SERVICES**  
**DEPARTMENT**  
**N6**



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**SECTION 12**  
**SYSTEMS ENGINEERING AND TECHNOLOGY**  
**SERVICES DEPARTMENT**  
**N6**

**Mission**

As the NAVEDTRACOM Central Design Activity (CDA): plans, designs, implements and maintains the training information and training management support systems; interprets and implements higher echelon information technology (IT) related policy; formulates and implements command IT policy; acts as system manager for assigned systems; provides functional analysis and life cycle management (LCM) support; monitors compliance with DOD and DON information resources management (IRM) and IT Security procedures for command information systems (ISS); and provides analysis and coordinates programming, operations, production control, data entry, and network/communications support. Manages/operates the CNET IT Corporate Operations Office.

**Functions**

1. As Director (N6) and Chief Information Officer (CIO) for the command, directs and manages the immediate staffs of the Systems Engineering and Technology Services Department located in Pensacola (including Customer Service Centers (CSC) at Saufley Field and CNET, Pensacola, FL (Bangor, WA Unit and Kings Bay, GA Unit); New London, CT; San Diego, CA; Norfolk, VA; and Great Lakes, IL) in accomplishing assigned missions.
2. As CDA Manager, provides IT technical support in areas of system and application software engineering, hardware, network/communications, and microcomputers for CDA legacy systems; provides/manages computer operation, production control, and data entry support for designated legacy systems; provides/manages computer operation support and facilities management for CNET Headquarters; and provides automated data processing support to other training activities as directed.
3. Provides technical expertise and assistance in selecting, configuring, and integrating IT/communications hardware and

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software; manages submission of requisitions for, and tracking of, IT/communications hardware, software, and services acquired through NETPDTC; and provides NAVEDTRACOM activities functional/technical assistance in procuring IT equipment and services supporting legacy systems.

4. Serves as the command's principal advisor on the development of Long-Range and Strategic Plans which are necessary to acquire and allocate resources to satisfy functional manager's data resource and information support requirements.

5. Coordinates and implements knowledge management (KM) initiatives; manages KM efforts; leads efforts to move the organization to knowledge centrality; identifies benefits of knowledge sharing and the vision to ensure that KM initiatives are adopted by the organization; ensures the best, relevant information is accessible to all and implements the knowledge sharing strategy in alignment with command and CNET guidelines; balancing technology, information, processes and individual and organizational learning within a culture of shared values. Creates ways to maintain a sustained competitive advantage.

6. Performs enterprise-wide development and application of e-Business e-learning and electronic commerce tools and electronic data interchange policy, practices, standards and procedures; includes participating in DOD, Federal, and national planning and standards organizations for matters regarding e-Business. Coordinates new web development with applicable curriculum developments to ensure integrated training and education solutions are made available NAVEDTRACOM-wide.

7. Serves as the command's principal advisor for the development and coordination of IRM program, policy, scope and services; develops and coordinates IRM long-range planning and programming of resources; assists in formulation and execution of the IRM budget; and evaluates the IRM production process and product effectiveness.

8. Performs IT business process reengineering efforts. Drafts and recommends to CNET, implementing directives to be issued claimancy wide to ensure systems are useful, responsive to user requirements, developed/maintained at minimum cost and are standardized if supporting multiple activities.

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9. Conducts a continuing assessment of current and new technology in IT/communications hardware and software to determine the most cost effective means to meet NAVEDTRACOM IT/communications legacy system requirements.
10. Develops standards, policies, and procedures to promote compatibility and interoperability of IT/communications hardware and software between systems and with relevant external systems.
11. Establishes and administers procedures for receipt, invoice certification, and transfer of accountability to the requesting activity for all ITE ordered through NETPDTC; and coordinates/maintains an automated inventory of IT/communications hardware and software for which NETPDTC has plant equipment or minor property responsibility.
12. Manages/develops/maintains DITMS, an automated inventory of principal IT hardware, software, and data communications, at NAVEDTRACOM sites.
13. Reviews and approves IT analyses of functional information requirements plans for development of automated information systems; directs life cycle support for approved systems, ensuring advanced database and interactive data communications technology are used to enhance system responsiveness and flexibility. Ensures cost effective design.
14. Prepares IT standards and quality assurance (QA) directives applicable to the life cycle support and documentation of NAVEDTRACOM automated information systems.
15. Establishes technical interfaces with external DON and other DOD systems for assigned systems.
16. Negotiates with NAVEDTRACOM, Navy and DOD to improve maintenance, modifications, enhancements, or new development of NAVEDTRACOM systems to include interfaces with other systems.
17. Develops policies and procedures to promote standardization and facilitate sharing of data which is common across multiple systems; and provides state-of-the-art data management capabilities in support of NAVEDTRACOM ISSs.
18. Performs as the Information System Security Manager (ISSM) for the claimancy, assigned by CNET CIO. Coordinates security

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issues, including virus attacks, with applicable NAVEDTRACOM activities, NAVCIRT and CNET.

19. Serves as consultant and advisor to the Commanding Officer and CNET staff officials for IRM support of the NAVEDTRACOM.

20. Conducts training Navy wide to users of NETPDTC managed ISs.

21. Develops budget and POM input for all aspects of assigned ISs including equipment, manpower, and contractual requirements.

22. Ensures comprehensive alternatives to IT support requirements are researched and developed and the most feasible and cost-effective approach is recommended to the user.

23. Ensures continuity and compatibility as practical, of new and revised IT support systems throughout the NAVEDTRACOM.

24. Prioritizes development/maintenance efforts on assigned systems in conjunction with NAVEDTRACOM system managers to ensure applicability and responsiveness. Negotiates with developers of unique systems in other commands/activities to ensure appropriate system interfaces and compatibilities.

25. Administers, operates, maintains, and controls data processing equipment for information systems and sites as designated.

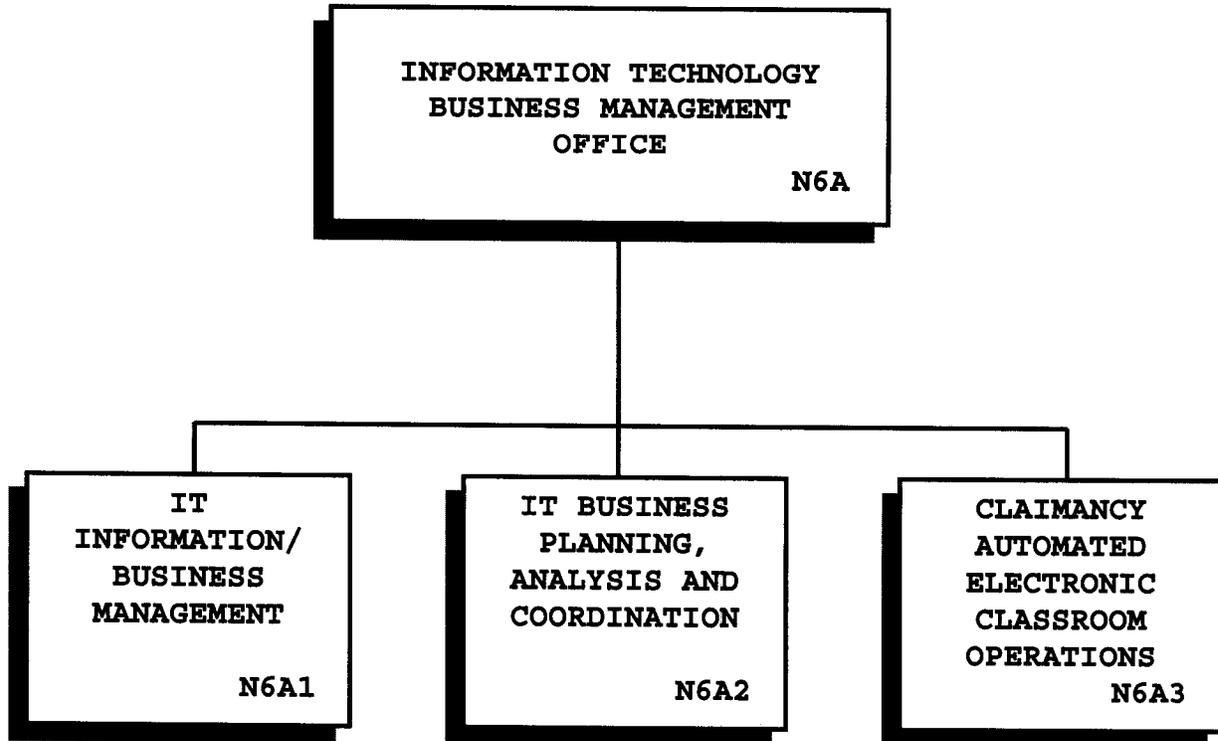
26. Negotiates and manages taskings of commercial contracts, General Services Administration contracts, and interagency/intercommand support agreements for assigned ISs that provide IT service to the NAVEDTRACOM.

27. Ensures contractor performance and delivery is in compliance with the appropriate contracts.

28. Manages and operates the CNET IT Corporate Operations Office. Processes claimancy seat and CLIN orders, provides administrative and Navy Marine Corps Intranet (NMCI) operations specific guidance, and provides coordination and direction to the District Deputy Customer Technical Representatives (DCTRs).

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# INFORMATION TECHNOLOGY BUSINESS MANAGEMENT OFFICE N6A



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**INFORMATION TECHNOLOGY  
BUSINESS MANAGEMENT OFFICE  
N6A**

**Functions**

1. Provides support for the department's, capital planning, workforce planning, policy and standards development, resource management, architecture and infrastructure planning and management, auditing, and information security management.
2. Creates and maintains the department's policy and strategic plans governing the use of information resources across the enterprise and the enterprise-wide operational capability to access, transport, store, protect and manage this information; establishes the benefits and justifies the planned expenditures in the IM/IT infrastructure and the required management and operational capabilities.
3. Coordinates and implements knowledge management (KM) initiatives; manages KM efforts; requires looking across KM processes to capture tacit and explicit knowledge and often involves balancing technology, information, processes and individual and organizational learning within a culture of shared values. Develops processes for optimizing the effective application of intellectual capital to achieve organizational objectives. Creates ways to maintain a sustained competitive advantage.
4. Conducts or coordinates IT business process reengineering efforts, system analysis, special projects, economic analyses, feasibility studies, benefits analysis, trend analysis, needs analysis, and functional requirements, to develop effective NAVEDTRACOM programs to maximize financial resource use in the achievement of program objectives for the NAVEDTRACOM community.
5. Ensures the confidentiality, integrity and availability of systems, networks and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems, security programs, policies, procedures, and tools.

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6. Performs as the Information System Security Manager (ISSM) for the claimancy, assigned by CNET CIO. Coordinates security issues, including virus attacks, with applicable NAVEDTRACOM activities, NAVCIRT and CNET.
7. Uses methods and procedures to plan for, acquire, and manage information and information technology assets for the DON. Manages enterprise-wide information technology resources.
8. Develops budget and POM input for all aspects of assigned ISS including equipment, manpower, and contractual requirements.
9. Assesses policy and procedure needs and assists in developing policies and procedures to govern IT activities. Provide policy guidance to IT management, staff, and customers.
10. Provides information management and analysis, skills assessment and learning, project management, and organizational performance monitoring, information assurance/DITSCAP.
11. Focuses on the Critical Infrastructure Protection (CIP) to ensure the adherence to applicable Federal laws and DOD life cycle regulations in the acquisition and management of required hardware, software, support services, and other resources. Provides guidance for information systems security in the areas of management reviews and milestone approval for DON managed information system programs.
12. Ensures contractor performance and delivery is in compliance with the IT support services contract. Makes technical decisions within the scope of the contract/task; serves as the day-to-day point of contact for contractual matters; assesses the technical quality of performed work; and approves deliverables for acceptance.
13. Serve as CNET CIO staff office for NAVEDTRACOM-wide first tier support of Automated Electronic Classroom (AEC) program management and oversight.
14. Support CNET claimancy and the CIO in AEC-related project management, resource requirements validation, COR responsibilities, NMCI coordination with ACTRs and other NETPDTC N6 divisions, technology refresh planning, and program feedback.

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15. Serve as the focal point for management of the CNET claimancy AEC program and related resources. Develop plans for electronic classroom requirements, acquisitions, installations, and life cycle management.

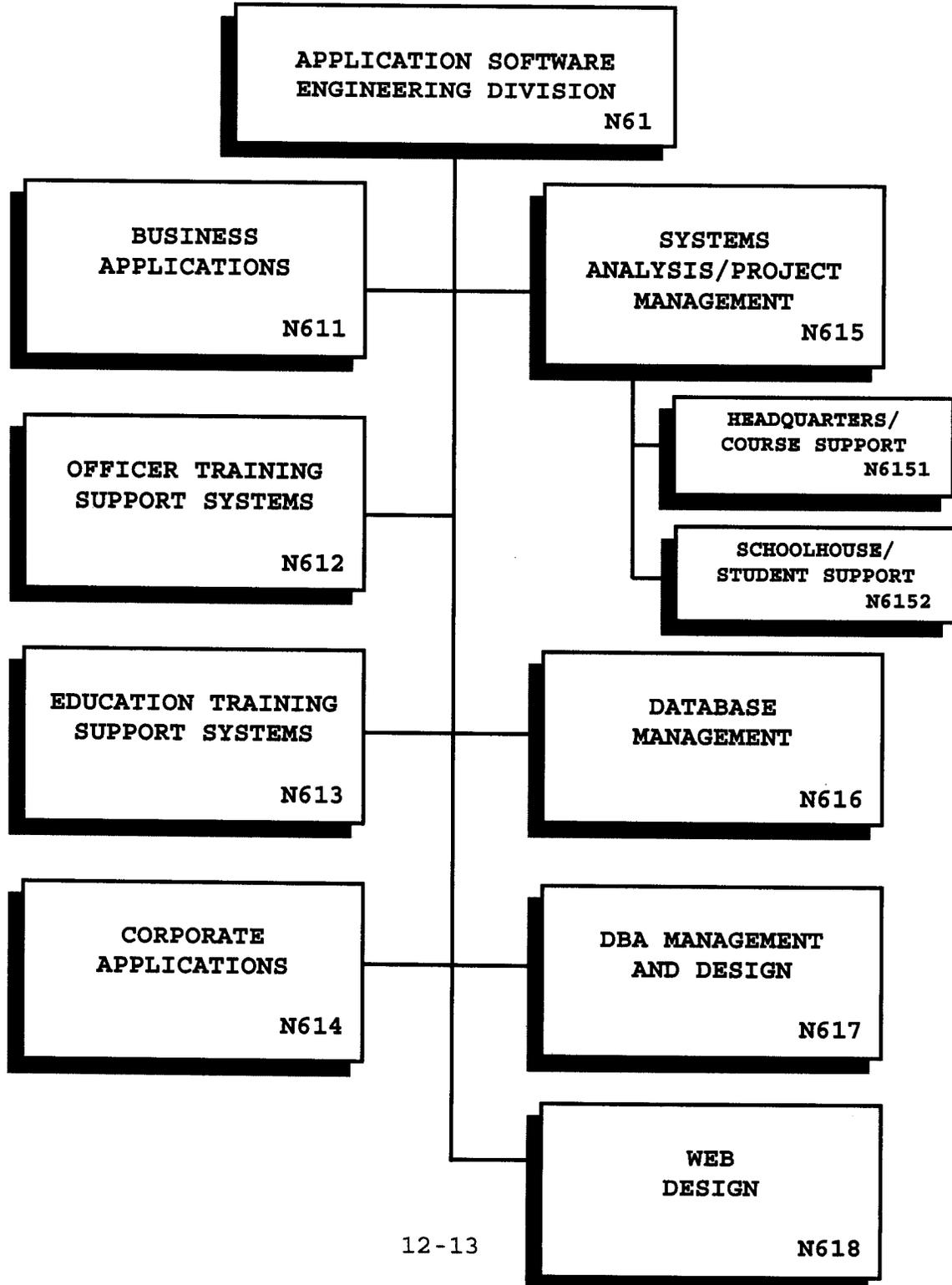
16. Conduct business process reengineering and prepare business cases to provide advice to decision makers in setting planning, monitoring, and/or coordination of the AEC program.

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# APPLICATION SOFTWARE ENGINEERING DIVISION

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**APPLICATION SOFTWARE ENGINEERING DIVISION  
N61**

**Functions**

1. Acts as a single point of contact and user advocate in coordination efforts with the IT community for those NAVEDTRACOM AISS designated by CNET. This includes planning, organizing, and directing all elements of the AISS from the functional definition, development, maintenance, training, and subsequent enhancement through life cycle management.
2. Identifies management information requirements in support of assigned AISS and reduces them into specific functional developmental requirements. This includes interfacing with other IT systems, both Navy-wide and, in many areas, DOD-wide.
3. Negotiates and manages taskings of commercial contracts, General Services Administration contracts, and interagency/intercommand support agreements that provide IT service to the NAVEDTRACOM for assigned AISS.
4. Coordinates actions related to the acquisition, security, installation, and implementation of computer equipment and applications software required for assigned AISS.
5. Serves as consultant and advisor to the Commanding officer, Department Director, and CNET staff officials for assigned NAVEDTRACOM AISS.
6. Maintains cognizance over funds for assigned AISS to include submission of outyear and budget requirements; tracking expenditures to ensure economical execution of automated programs; liaison with system sponsors to secure additional funds when needed; identification of savings and cost avoidances; and compilation/reporting of system life cycle costs.
7. Develops and maintains supporting life cycle management documentation for assigned NAVEDTRACOM AISS and performs feasibility studies and functional/economic analyses as required.

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8. Maintains liaison with higher echelon commands, development personnel, and users of assigned AISs to establish program priorities, recommends policies, coordinates allocation of resources, and supports new user requirements.
9. Designs/develops/maintains automated information systems to include: analysis of information requirements; system design; program design; system testing and implementation; and system maintenance and enhancement. Coordinates IT service contract support requirements to include programming, documentation and testing and ensures that systems being developed meet functional requirement, are maintainable, secure, reliable, recoverable, on schedule and within cost. Uses advanced technology to optimize system response and flexibility within IT environmental and cost-effectiveness constraints.
10. Designs, develops and deploys high quality systems by employing tools and methods that manage the system evolution. Applies principles, methods and tools of quality assurance; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
11. Ensures sound configuration management processes are established for information systems, and documents mission support software and systems and manages the configuration of existing hardware.
12. Ensures application system compliance with NAVEDTRACOM IT standards. Prepares and maintains all applicable documentation and provides support throughout system life cycle.
13. Automates, tests, and evaluates portions of the software and system development life cycle in order to assure sound engineering principles are followed and security is incorporated throughout the entire software/computer system life cycle.
14. Tests and evaluates system's life cycle, including developmental, operational, and integration testing and evaluation. Promotes the development and acceptance of information systems to meet NAVEDTRACOM/CNET requirements; promotes compliance with standards; promotes interoperability of standards compliant products in support of DON acquisition. Analyzes the technical characteristics, identifies critical

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technical issues and design, implements, executes and reports results.

15. Coordinates application system requirements including communications, hardware, software, and operations support with other managers to ensure timely, accurate, and complete delivery of total system functionally to the customers.

16. Provides technical and data base administration (DBA) expertise, and advice on IT aspects of proposed application systems to include IT capabilities, cost, requirements, and milestones.

17. Monitors operational and data base performance of assigned systems for continued responsiveness to user requirements and effectiveness of IT design. Recommends appropriate modifications as environment and requirements change.

18. Provides interfaces between NAVEDTRACOM and other activities for all assigned systems which require interfaces with other NAVTIS or external automated systems.

19. Performs enterprise-wide development and application of e-Business e-learning and electronic commerce tools and electronic data interchange policy, practices, standards and procedures; includes participating in DOD, Federal, and national planning and standards organizations for matters regarding e-Business. Coordinates new web development with applicable curriculum developments to ensure integrated training and education

20. Performs knowledge management (KM) functions by turning ideas into workable solutions by engineering appropriate knowledge sharing internet/intranet sites, rules based systems, portals, databases, etc. Ensures performance of the KC is optimized through utilization of KM tools and systems thinking applications. Performs analysis, develops a predictive model, shows potential impact of change and provides implications for validation of knowledge management models. Ensures information in the knowledge system is current, appropriate and refreshed.

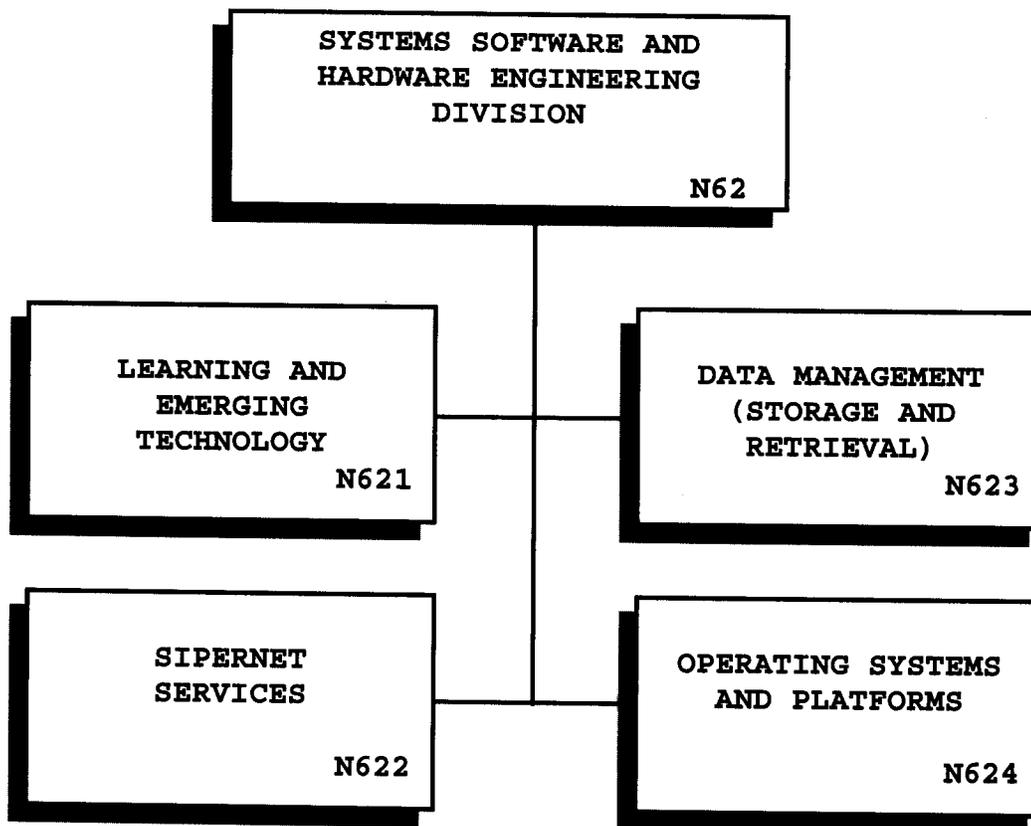
21. Ensures contractor performance and delivery is in compliance with the given contract.

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# SYSTEMS SOFTWARE AND HARDWARE ENGINEERING DIVISION N62



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**SYSTEMS SOFTWARE AND HARDWARE  
ENGINEERING DIVISION  
N62**

**Functions**

1. Responsible for a high level of information technology and technical assistance in regards to planning, implementation, and operation of open systems, emerging technologies, micro-systems, INTERNET/INTRANET, LANs and transition/integration projects for coexistence and interoperability, accessing systems technology; and systems and applications interfaces for associated systems. Coordinates requirements of data communications networks, servers, and LANs; system, network, and DBMS software and related utilities, and layered products for multiple vendor hardware.
2. Provides/coordinates the central management, design, and integration services to CNET bases for local area networks and wide area network integration for the CNET Enterprise Network (CeNET). Identifies NAVEDTRACOM target architecture considerations in base-level networking planning efforts. Coordinates/initiates procurement of communication circuits, associated equipment, and services to include leased long lines, WATS, and local network access; prepares/submits/tracks requests for networking facilities.
3. Researches/coordinates system software/hardware/network/LAN/micro-systems requirements and related performance for the purpose of downsizing, migration and integration, attaining improvements, projecting enhancements, and standardization across a complex integrated network. Keeps abreast of and assesses impact of technology changes in current and future operational requirements and proposes integration of this technology for enhanced support.
4. Coordinates/directs/develops standards, procedures, documentation, and technical bulletins for all facets of software/hardware, LAN/networking/micro-systems, system interfaces, and transition requirements. Provides technical input to computer hardware, software, and data communications configurations/acquisitions and technical guidance/assistance in

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planning application and systems interfacing, development, implementation, and Technical Architecture Plans.

5. Manages and maintains current status of all assigned financial resources; assists in developing, monitoring, and reporting budget and POM requirements and execution.

6. Coordinates/develops/implements procedures for internal/external systems and network security and access control (including firewalls, safeguarding of resources, protection of data, and prevention of unauthorized use of system and network resources).

7. Coordinates/provides technical guidance, assistance, and training on operation/administration of open systems, micro-systems, networking components, servers, and LANs; integration of related products, and system, DBMS, and networking software. Maintains a central library of technical manuals, vendor technical publications, technical reports, magazines, bulletins, and messages, etc., and makes appropriate distribution in accordance with established procedures.

8. Coordinates/performs knowledge management (KM) which involves capturing and codifying tacit knowledge, making it available for re-use; and connects people to another to enable the transfer of tacit knowledge to explicit knowledge. Makes explicit knowledge from available resources and integrating content in KM systems into easily accessible knowledge for decision makers. Ensures information is current, appropriate and refreshed.

9. Coordinates/monitors the performance of servers, local and wide area networks, and computer systems; identifies potential problems and ensures maximum use, performance, and availability.

10. Solves/assists in resolving highly complex customer reported problems and/or requests for assistance. Develops, maintains, and operates a Customer Assistance Center to receive, log, investigate, report, and track trouble calls concerning IT hardware, software, and communications/networking.

11. Maintains liaison with vendors and professional organizational elements, private industry, and government agencies for the mutual exchange of information and technology.

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Represents NETPDTC and the NAVEDTRACOM in DOD/DON/vendor/user group seminars and meetings in support of assigned functions.

12. Manages/tests and evaluates hardware/software and micro computers for compatibility and reliability in support of current and projected requirements. Manages/configures and tests micro computer equipment to meet specified requirements to include inspection, assembly, testing, loading/integration of user requested vendor software; assuring operability of equipment prior to distributing to NETPDTC customers.

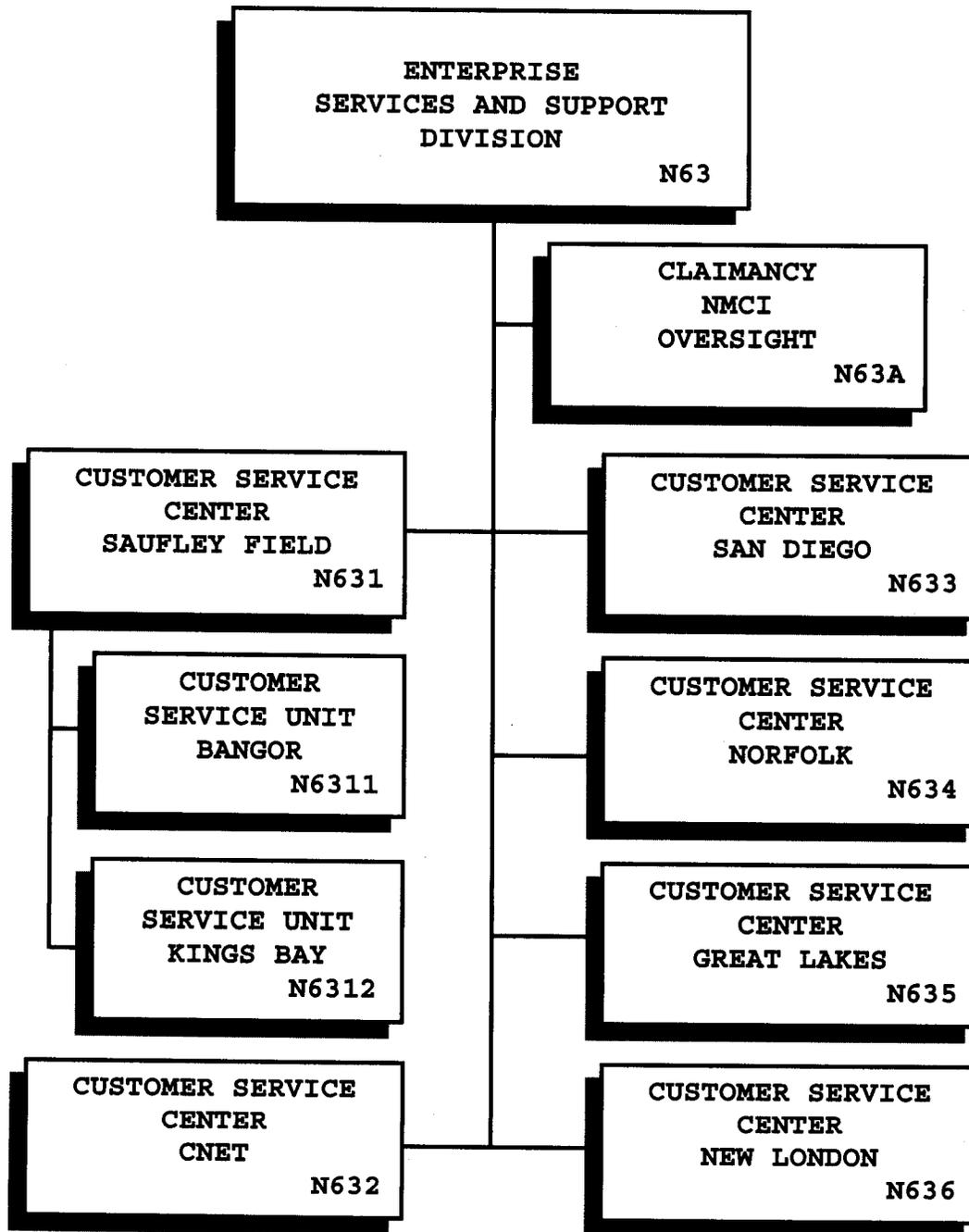
13. Identifies/manages system/utility maintenance contract requirements and procedures; and initiates procurement requests for services required in support of assigned functions.

14. Ensures contractor performance and delivery is in compliance with the given contract.

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# ENTERPRISE SERVICES AND SUPPORT DIVISION N63



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**05 MAY 2002****ENTERPRISE SERVICES AND SUPPORT DIVISION****N63****Functions**

1. Manages the CNET IT Corporate Operations Office which is the CTR staff office for the first tier support of NMCI program management and oversight. Performs as the NMCI DCTR Operations Manager, IM/IT Operations Management, direction and oversight of NETPDTC/CSCs, and the CDA liaison for training support systems.
2. Provides central computing and information technology infrastructure as an enabling environment for the realization of the NAVEDTRACOM training. Provide continuity of technology services for CDA engineering systems development.
3. Provides Government representation for the interpretation of IT end user requirements and operational interaction with the NMCI services provider on behalf of activity Commanding Officer and end users.
4. Coordinates with DCTR personnel and with the NMCI services provider on routine operational matters.
5. Provides Government representation for the interpretation of IT end user requirements and operational interaction with the NMCI services provider on behalf of activity Commanding Officer and end users.
6. Provides base-level customer support for NETPDTC Customer Service Centers and other Department of Navy and Department of Defense commands. Maintains close liaison with Customer Support Centers, customers, system managers, department/division heads and other personnel to provide on-going evaluation of AISs to ensure the division is providing support as requested for the effective operation of CNET/NETPDTC Customer Service Center sponsored automated systems. Plans for the installation and implementation of new systems such as upgrades to new operating systems, and lead efforts to define post-implementation support requirements.
7. Provides technical input to computer hardware, software, and data communications configurations/acquisitions and technical

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guidance/assistance in planning application and systems interfacing, development, implementation, and Technical Architecture Plans.

8. Solves/assists in resolving highly complex customer reported problems and/or requests for assistance. Develops, maintains, and operates a Customer Assistance Center to receive, log, investigate, report, track, and resolve trouble calls concerning IT hardware, software, and communications/networking.

9. Administers, operates, and controls IT equipment in support of assigned sites and systems. Provides automated data processing services in support of designated Navy training activities from remote units, including CNET Headquarters. Provides/coordinates computer operations, production control, data entry, and microcomputer/LAN support for designated NAVTIS subsystems. Assures adequate backup library is maintained for all systems and software i.e., COTS, GOTS, etc.

10. Manages/coordinates systems administration functions and procedures; allocates and manages disk storage; controls and manages issuance of administrator/user IDs and passwords; and establishes and maintains user privilege policy. Assures accurate inventory is maintained of assets.

11. Manages the Continuity of Operations (COOP) site for disaster recovery of IT resources.

12. Ensures contractor performance and delivery is in compliance with the given contract.