

02MAY2002

**NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT AND
TECHNOLOGY CENTER**



ORGANIZATION MANUAL

NETPDTTCINST 5400.1A

02 MAY 2002

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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 5400.1A

N83
02 MAY 2002

NETPDTC INSTRUCTION 5400.1A

Subj: NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND
TECHNOLOGY CENTER (NETPDTC) ORGANIZATION MANUAL

Encl: (1) NETPDTC Organization with Mission and Function
Statements

1. Purpose

a. To issue policy, assign responsibility, and prescribe actions regarding the organizational structure of NETPDTC and to publish the latest organization manual.

b. This is a major revision and should be read in its entirety. Specific additions, deletions, and revisions have not been noted as such.

2. Cancellation. NETPDTCINST 5400.1

3. Scope. The NETPDTC Organization Manual is the compilation of mission and function statements of key business areas and publishes the latest organizational structure.

4. Mission. To design, develop, and administer education and training programs; to administer the Navy's enlisted advancement program; to develop and maintain automated information systems; to provide administrative and logistics support to assigned activities, and to perform such other functions and tasks as may be assigned by higher authority.

5. Policy

a. NETPDTC policy is to ensure economy of operations through effective and efficient organizational structure using sound position/billet management concepts and practices while remaining within assigned and planned resources.

b. All proposals for organization changes will be directed to the Manpower/Personnel Development and Management Division (N83). Proposals will be subject to objective analysis for their

02 MAY 2002

effect on the overall command organization by the Executive Steering Committee (ESC).

c. Organization changes will be approved by the Commanding Officer after ESC review and before implementation.

d. The Modern Defense Civilian Personnel Data System (M-DCPDS) requires SF-52s be submitted on all personnel to be relocated due to an organizational change.

e. NETPDTCC will be organized in accordance with the following guidelines.

(1) Staff offices provide expert functional advice to the Commanding Officer and assist in managing the command. Persons heading the staff office will carry the title of "Special Assistant" and be coded with a single alpha character preceded by two zeros; e.g., 00A, 00C, etc. Staff offices will be kept to a minimum.

(2) Line departments assist the Commanding Officer in the management of specific mission areas. Persons heading a line department will carry the title of "Director" and be coded with the letter "N" followed by a single numeric character; e.g., N2, N3, etc.

(3) Line departments will be further subdivided into divisions, branches, and sections. A person heading a department's division will carry the title "Division Head; and those heading a department's branch or section will carry the title "Branch Head" or "Section Head". These department subdivisions will be coded with the department's two position code followed by single position numeric characters to identify branch and section; i.e., Department "N2," Division "N21," Branch "N211," and Section "N2111".

(4) Deputies and assistants will be coded with the department's/staff office's code followed by the letter "A"; e.g., N2A, N3A, etc.

(5) Titles, functions, and coding of organizational elements will only be identified to the lowest supervisory level or as approved on an exception basis by N83 because of unique function requiring special recognition. Internal coding below the section level will not be used on official manpower documentation.

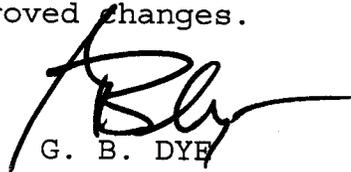
02 MAY 2002

6. Responsibilities

a. The Commanding Officer is the approval authority for all NETPDTC organization changes.

b. Directors and Special Assistants are responsible for ensuring their departments are organized and administered in accordance with guidance provided in enclosure (1).

c. The Manpower/Personnel Development and Management Division (N83) will provide guidance and assistance in preparation of organization change requests, will endorse and obtain approval of such changes, and will publish the NETPDTC Organization Manual and approved changes.



G. B. DYE

Distribution: (NETPDTCINST 5216.1E)
List I

Copy to:
CNET (OS83)

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

02 MAY 2002

TABLE OF CONTENTS

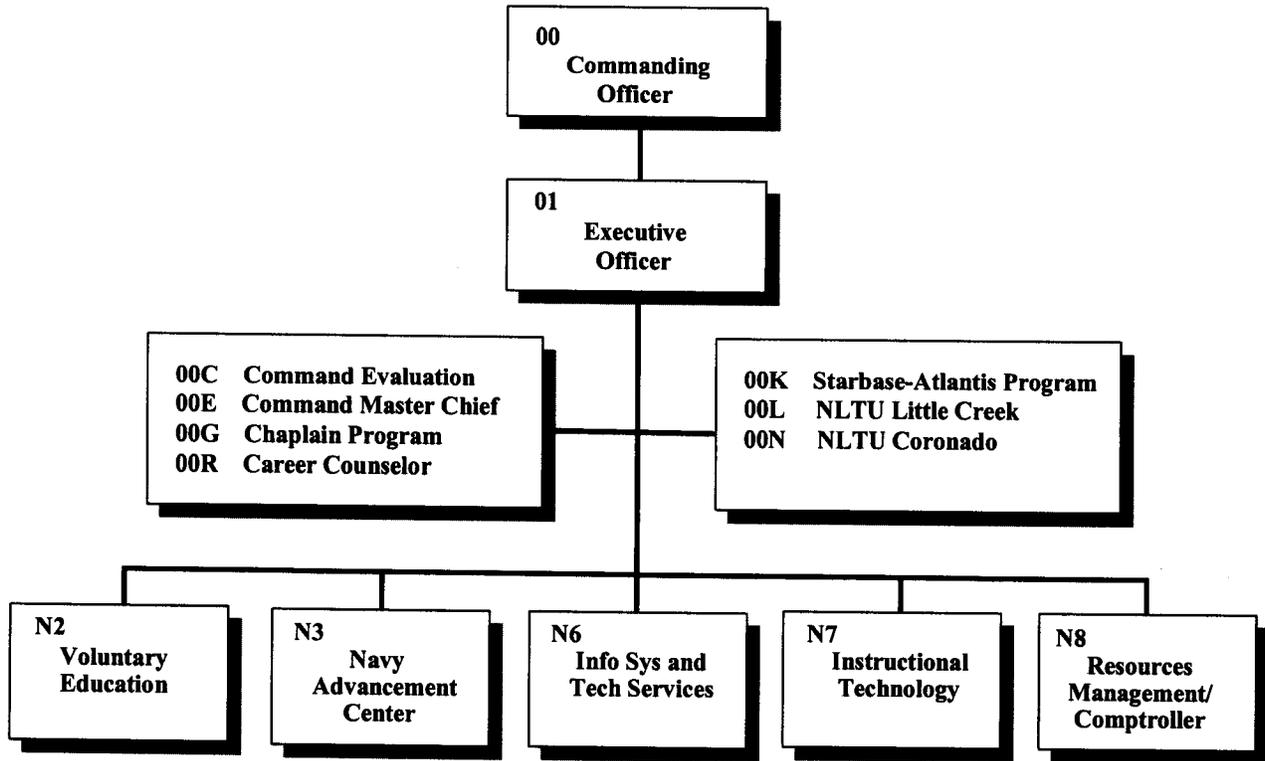
<u>Section</u>	<u>Code</u>	<u>Title</u>	<u>Page</u>
		NETPDTC Organization Chart	iii
		NETPDTC Geographically	v
1	00	Commanding Officer	1-1
2	01	Executive Officer	2-1
3	00C	Command Evaluation	3-1
4	00E	Command Master Chief	4-1
5	00G	Chaplain Program	5-1
6	00K	Starbase-Atlantis Program	6-1
7	00L	Naval Leader Training Unit Little Creek	7-1
8	00N	Naval Leader Training Unit Coronado	8-1
9	00R	Career Counselor	9-1
10	N2	Voluntary Education Department	10-1
11	N3	Navy Advancement Center	11-1
12	N6	Information Systems and Technology Services	12-1
13	N7	Instructional Technology	13-1
14	N8	Resources Management/Comptroller	14-1

NETPDTCINST 5400.1A

02 MAY 2002

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NETPDTC ORGANIZATION

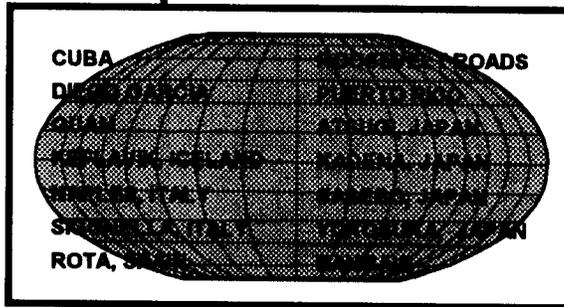
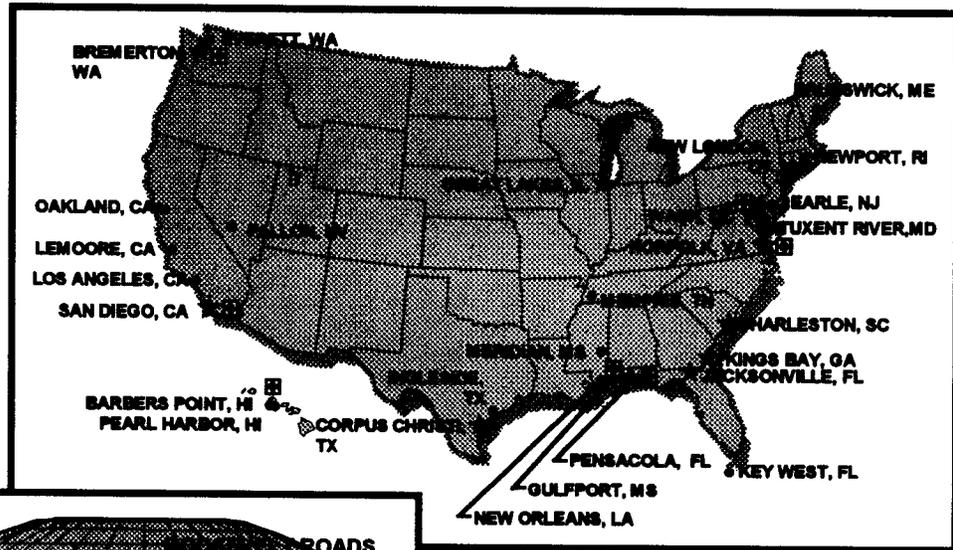


02 MAY 2002

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02 MAY 2002

NETPDTC GEOGRAPHICALLY



LEGEND

- ★ ADP, VI, Navy College, NLTU
- Navy College
- ☐ Starbase-Atlantis

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 1
COMMANDING OFFICER
CODE 00

COMMANDING OFFICER

00

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**SECTION 1
COMMANDING OFFICER
CODE 00**

Functions

1. The Commanding Officer is responsible for carrying out the mission of the command as prescribed by the Chief of Naval Operations and the functions and tasks assigned by the Chief of Naval Education and Training. Conducts all affairs in accordance with Chapter 3 of U.S. Navy Regulations.

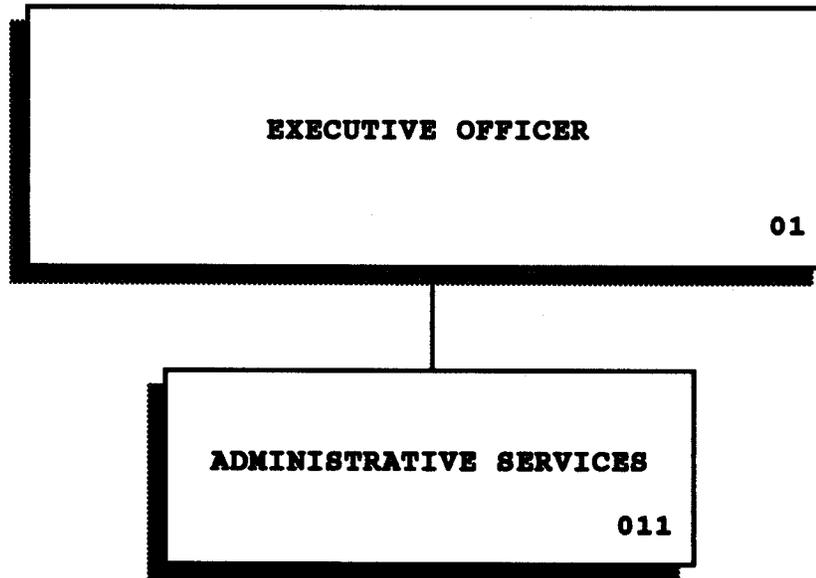
NETPDTTCINST 5400.1A

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02 MAY 2002

SECTION 2
EXECUTIVE OFFICER
CODE 01



NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**SECTION 2
EXECUTIVE OFFICER
CODE 01**

Functions

1. Acts for the Commanding Officer on all matters not specifically reserved by law or regulation to the Commanding Officer.
2. Acts as Commanding Officer in the latter's absence.
3. Subject to the orders of the Commanding Officer and assisted by subordinates:
 - a. Establishes the daily routine of the command. Prepares and issues bills, orders, and daily schedules to aid subordinates in planning their work.
 - b. Ensures the Commanding Officer is advised of casualties, deficiencies, and anticipated difficulties which may affect operational readiness or administrative efficiency of the command.
 - c. Oversees Command Duty Officer and watch standers through Senior Watch Officer.
 - d. Administers and directs all required DOD, Navy, and CNET directed military personnel programs; e.g., discipline, welfare, privileges of individuals of the command, etc.
 - e. Arranges for and follows up on personnel inspections.
 - f. Coordinates disaster control functions.
 - g. Ensures that all prescribed or necessary safety precautions are understood and strictly observed for NETPDTC.
 - h. Evaluates the performance of officers and enlisted personnel and makes recommendations to the Commanding Officer concerning their promotion and advancement.
 - i. Directs the investigation of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, unit's regulations, and other military and civil laws; and recommends appropriate disciplinary action to the Commanding Officer. Reviews and advises the Commanding Officer on civilian violations and allegations.

NETPDTCINST 5400.1A

02 MAY 2002

j. Reviews NETPDTC civilian and military awards prior to the Commanding Officer's signature Serves as NETPDTC's Civilian Incentive Awards Officer and as a member of NETPDTC's Military Awards Board (NETPDTCINST 5420.)

k. Reviews all correspondence prepared for signature or revision for the Commanding Officer. Authorized to sign routine official correspondence "By direction" of the Commanding Officer (NETPDTCINST 5216.2.)

ADMINISTRATIVE SERVICES CODE 011

ADMINISTRATIVE SERVICES

011

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 2
ADMINISTRATIVE SERVICES
011

Functions

1. Performs command administrative services functions under the oversight and direction of the Executive Officer.
2. Administers and coordinates the command's Paperwork Management, Records Management, and Forms Management Programs.
3. Serves as principal liaison with Defense Automated Printing Service for overall coordination and control of local printing requirements (NETPDTCINST 5600.1).
4. Manages and provides the activity's courier service.
5. Receives, processes, distributes, and maintains all correspondence, reports, and directives.
6. Administers and provides the activity's central yardmail center.
7. Reviews all correspondence prepared for signature or revision for the Commanding Officer for compliance with existing directives, composition, and processing.
8. Administers and coordinates the base-wide Postal Mail Management Program.
9. Receives incoming U.S. Mail from U.S. Postal Service; sorts and delivers to activity and tenant commands; and receives and processes outgoing mail. Provides directory service for mail with incomplete or incorrect addresses.
10. Receives and processes all incoming and outgoing messages via the Gateguard/DMS Message Delivery System. Maintains and updates STU-III Cryptographic telephone system.
11. Ensures timely dissemination of classified messages to authorized personnel. Maintains classified material custodian message log.
12. Manages and maintains three government vehicles to include CO sedan.

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 3
COMMAND EVALUATION OFFICE
CODE 00C

COMMAND EVALUATION OFFICE

00C

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**SECTION 3
COMMAND EVALUATION OFFICE
CODE 00C**

Functions

1. Conducts reviews of selected areas using appropriate auditing standards. Prepares reports to CNET.
2. Conducts evaluations of overall efficiency and integrity of command functions with particular focus on high risk areas susceptible to fraud, waste, and abuse.
3. Provides liaison, coordination, and follow-up services for the Commanding Officer on all command audit and inspection matters; e.g., audits and inspections by external agencies.
4. Processes and coordinates the Management Control and the Integrity and Efficiency Programs for the command. Prepares recurring reports to CNET. Provides training.
5. Processes, coordinates, and/or conducts investigations resulting from DOD, Navy, or local hotline complaints. Prepares reports to CNET.
6. Serves as the activity's Freedom of Information Act/Privacy Act Coordinator. Prepares recurring report to CNET.
7. As a Special Assistant, accomplishes other command related tasks as requested from the Commanding Officer and Executive Officer. Prepares reports to the Commanding Officer and Executive Officer.

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 4
COMMAND MASTER CHIEF
CODE 00E

COMMAND MASTER CHIEF

00E

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 4
COMMAND MASTER CHIEF
CODE 00E

Functions

1. Has direct access to the Commanding Officer and is the senior enlisted advisor to the Commanding Officer for all matters relating to enlisted policy. Works with the Executive Officer in the dissemination, promotion, and enforcement of command policy. He or she will function as an integral element of the chain of command.

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

SECTION 5
CHAPLAIN PROGRAM
CODE 00G

CHAPLAIN PROGRAM

00G

NETPDCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**SECTION 5
CHAPLAIN PROGRAM
CODE 00G**

Mission

Through program development, prepare chaplains personally and professionally to facilitate and provide quality religious ministry to Sea Service personnel, their families, and other authorized members of the Department of the Navy. This tasking is mandated by SECNAVINST 1730 Series.

Functions

1. Designs, develops, and delivers programs to enhance the Navy chaplain's knowledge and skill to perform military chaplaincy as conducted by a staff corps in the Department of the Navy. Designs, develops and delivers educational and training programs to help chaplains respond to evolving institutional paradigms in military life. Responds to chaplain education and training issues identified by higher authority.
2. Provides NETPDTC Commanding Officer professional clergy support in the response to CNET taskings to develop continuing education and training programs for chaplains.
3. Sets up and maintains professional affiliation with seminaries, universities and colleges about the educational and professional development of Navy chaplains. Establishes and maintains professional liaison with ecclesiastical agencies involving denominational education issues and policies.
4. Establishes and maintains professional liaison with appropriate Army and Air Force agencies to set course quotas and implement interservice cooperation of chaplain continuing education, professional development and religious education programming.
5. As the only CNET Authorized Provider of the International Association of Continuing Education and Training, Inc. (IACET), establishes, reviews and grants CEU credits to NAVEDTRA courses.
6. Monitors, evaluates and implements distance learning and computer based training as a direct response to the CNO-N097 training mission.
7. Provides pastoral care to assigned military personnel, family members, and other authorized personnel.

NETPDTCINST 5400.1A

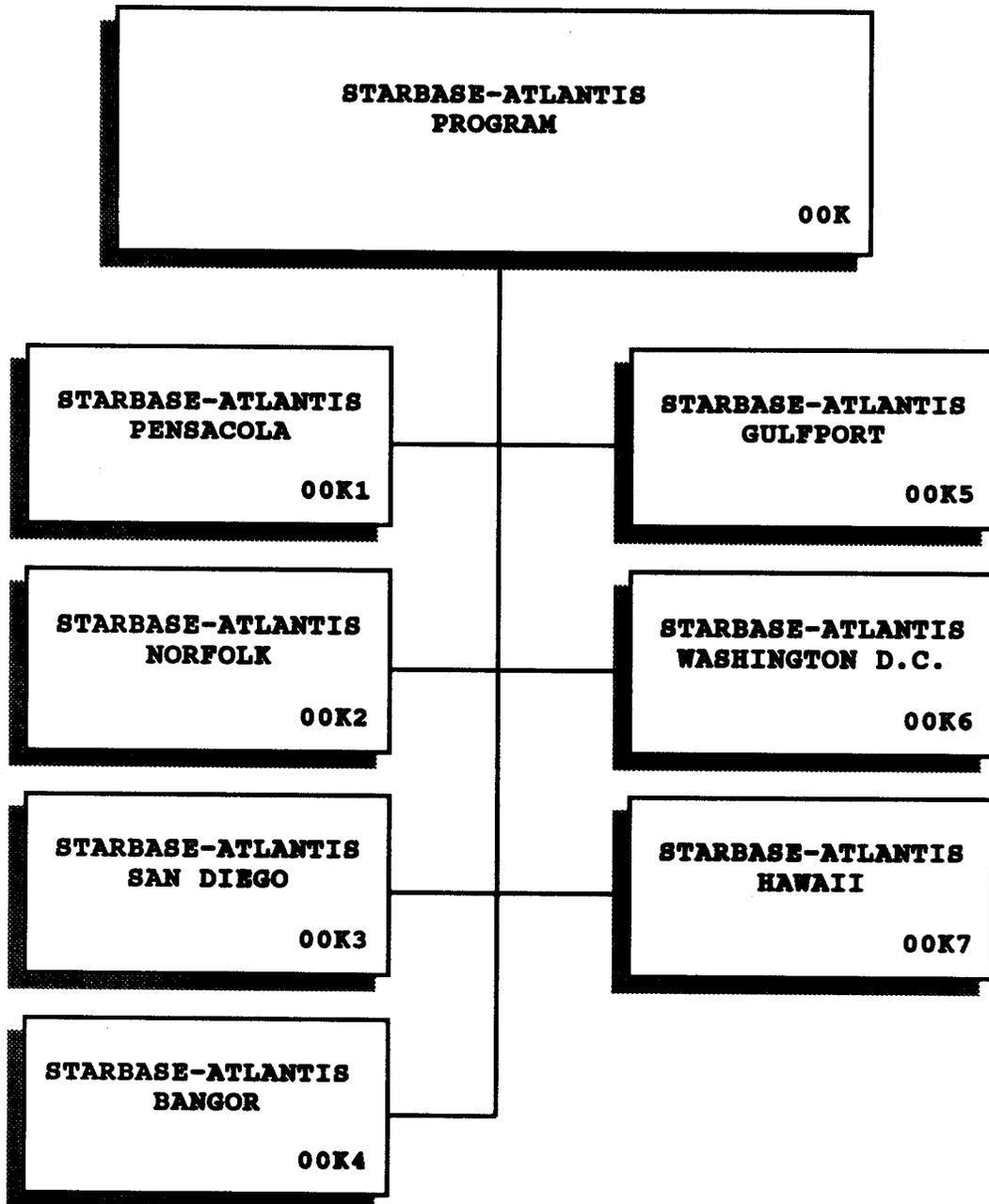
02 MAY 2002

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SECTION 6

STARBASE-ATLANTIS PROGRAM

CODE 00K



02 MAY 2002

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02 MAY 2002

SECTION 6
STARBASE-ATLANTIS PROGRAM
CODE 00K

Mission

The mission of the STARBASE-ATLANTIS Program is to support current NAVEDTRACOM implementation/dissemination of the Navy's STARBASE-ATLANTIS Program, a math, science, and technology based program for at-risk and other youth in school districts near naval bases throughout America.

Functions

1. Execute program policy as set forth by CNET Code 00K. Direct informational liaison between NETPDTC and CNET Code 00K.
2. Responsible for the field level day-to-day management of the STARBASE-ATLANTIS Program operations at Pensacola, FL; Norfolk, VA; San Diego, CA; Bangor, WA; Gulfport, MS; Washington D.C.; and Pearl Harbor, HI.
3. Perform personnel management functions to include hiring, appraisals, training, etc.
4. Provide budget planning input and execute budget as approved by CNET Codes 00K and N8. Inform CNET Code 00K of program and fund status on a routine basis.
5. Assist CNET Code 00K in hosting STARBASE-ATLANTIS workshops and conferences.

NETPDTCINST 5400.1A

02 MAY 2002

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NETPDTTCINST 5400.1A
02 MAY 2002

STARBASE-ATLANTIS DIVISION CODE 00K1

STARBASE-ATLANTIS PENSACOLA

00K1

NETPDTTCINST 5400.1A

02 MAY 2002

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NETPDTCINST 5400.1A
02 MAY 2002

STARBASE-ATLANTIS DIVISION
CODE 00K2

STARBASE-ATLANTIS NORFOLK

00K2

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**STARBASE-ATLANTIS DIVISION
CODE 00K3**

STARBASE-ATLANTIS SAN DIEGO

00K3

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**STARBASE-ATLANTIS DIVISION
CODE 00K4**

STARBASE-ATLANTIS BANGOR

00K4

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**STARBASE-ATLANTIS DIVISION
CODE 00K5**

STARBASE-ATLANTIS GULFPORT

00K5

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**STARBASE-ATLANTIS DIVISION
CODE 00K6**

STARBASE-ATLANTIS WASHINGTON D.C.

00K6

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**STARBASE-ATLANTIS DIVISION
CODE 00K7**

STARBASE-ATLANTIS HAWAII

00K7

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

Pensacola, Norfolk, San Diego, Bangor, Gulfport,
Washington D.C., and Hawaii Divisions
00K1, 00K2, 00K3, 00K4, 00K5, 00K6, and 00K7

Functions

1. Serves local community youth by providing training opportunities in math, science, technology, drug demand reduction, and goal-setting skills.
2. Provides opportunities for children and their teachers from local elementary schools to be exposed to real-world applications of math and science through experimental learning, simulations, experiments in aviation and space-related fields, sea going vessels, interaction with Naval personnel, and tours of Navy activities.
3. Provides hands-on activities demonstrating how math, science, and technology skills are put to use in aircraft and ship maintenance, flight simulation, meteorology, and navigation in the air and at sea. Develops lesson plans to support all activities.
4. Provides classes at the Navy facility one-day a week over a five week period. Provides year-round and summer programs for teachers and students.

NETPDTCINST 5400.1A

02 MAY 2002

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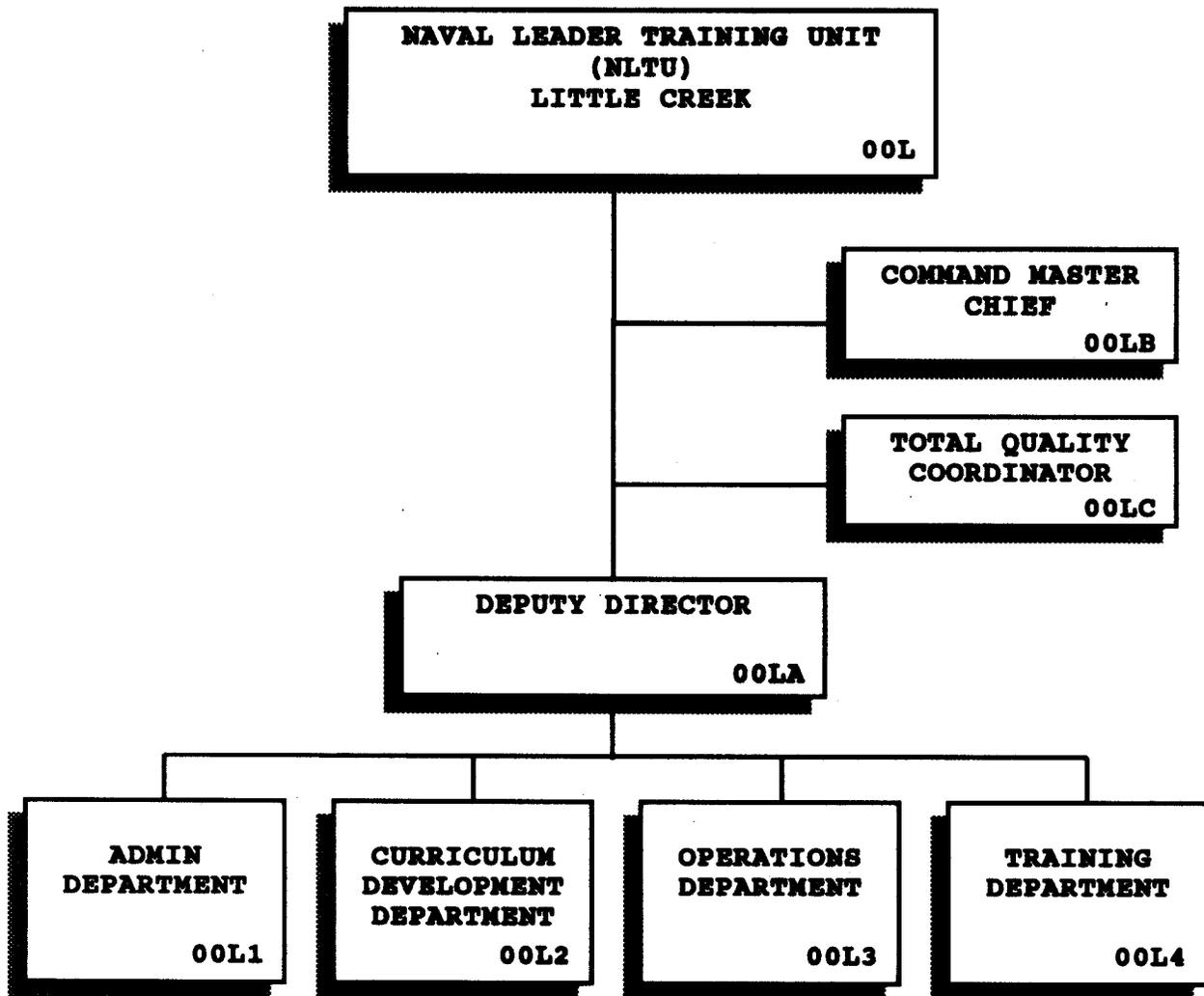
02 MAY 2002

SECTION 7

NAVAL LEADER TRAINING UNIT (NLTU)

LITTLE CREEK

CODE 00L



NETPDTTCINST 5400.1A

2 MAY 2002

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02 MAY 2002

SECTION 7
NAVAL LEADER TRAINING UNIT (NLTU) LITTLE CREEK
CODE 00L

Mission

Provide education and training in leadership, management, and human resources skills to DON/DON-sponsored personnel through a customer-driven, quality-focused education and training system. Formal education, training, and reinforcement is provided through on-site classroom instruction, mobile training seminars, curriculum development, consultation, and strategic planning facilitation.

Functions

1. Directs and controls the productive effort of the NLTU.
2. Initiates policy, plans and operational procedures.
3. Evaluates material, manpower, and fiscal resources in terms of the NLTU mission.
4. Implements required action emanating from higher authority.

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**DEPUTY DIRECTOR
CODE 00LA**

Functions

1. Conforms to and carries out the policies and orders of the Director, NLTU and shall keep him/her informed of all significant matters pertaining to the Unit.
2. Primarily responsible under the Director for the organization, performance of duty and good order, and discipline of the entire Unit.
3. Ensures all prescribed or necessary security measures and safety precautions are understood and strictly observed.
4. Evaluates the performance of officers and enlisted personnel and makes recommendations to the Director concerning their promotion and advancement.
5. Regulates liberty and leave.
6. Maintains high morale within the Unit.
7. Directs the investigation of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, Unit's regulations, and other military and civil laws; and recommends appropriate disciplinary action to the Director, when necessary.

NETPDCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**COMMAND MASTER CHIEF
CODE 00LB****Functions**

1. Assists the Director in an advisory or active role in all matters pertinent to the welfare and morale of enlisted members (staff and students) and their family members.
2. Assumes responsibility for inspiring and developing more responsible and effective leadership at all enlisted levels and ensures that enlisted members maintain the highest standards of conduct and general appearance.
3. Acts at all times to maintain and promote the efficiency of the chain of command.
4. Advises the Director regarding the formulation of or change to policy pertaining to enlisted members; ensures Unit policies are adequately explained, understood, and carried out.
5. Assists in the preparation for and participates in awards and retirement ceremonies for enlisted personnel.
6. When directed, represents or accompanies the Director to official functions, inspections, and conferences.
7. Participates in the reception and hosting of official officer and enlisted visitors to the Unit.
8. Serves as a member or functions in close coordination on boards and committees within the Unit.

NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**TOTAL QUALITY COORDINATOR
CODE 00LC****Functions**

1. Advisor to the Director, Deputy Director, and the Executive Steering Committee (ESC) on all matters pertaining to the Department of the Navy Total Quality Leadership (TQL) concept.
2. Functions as an internal consultant to management in implementing a quality philosophy throughout the Unit. Provides advice on possible courses of action, provides education and training, acts as a sounding board in exploring new ideas, and assists in planning and executing implementation efforts.
3. Maintains a TQL library, making books accessible to Unit members for check-out.
4. Ensures a TQL historical file is maintained and minutes are taken at each ESC meeting.
5. Seeks out and trains quality advisors, ensuring they understand the concept and are kept abreast of changes within the education process.
6. Maintains a direct liaison with TQL Coordinators throughout the European Theater.
7. Reports to the Director the status of quarterly training and progress of ESC, Quality Management Boards, and Process Action Teams.

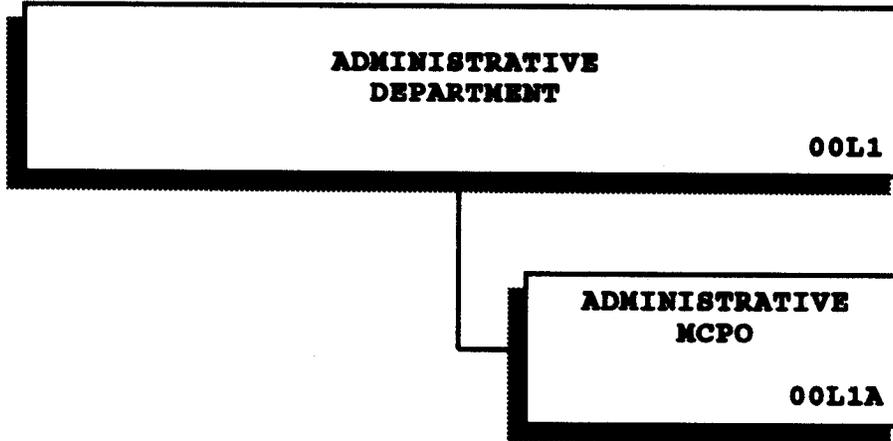
NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

ADMINISTRATIVE DEPARTMENT CODE 00L1



NETPDTTCINST 5400.1A
02 MAY 2002

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**ADMINISTRATIVE DEPARTMENT
CODE 00L1**

Functions

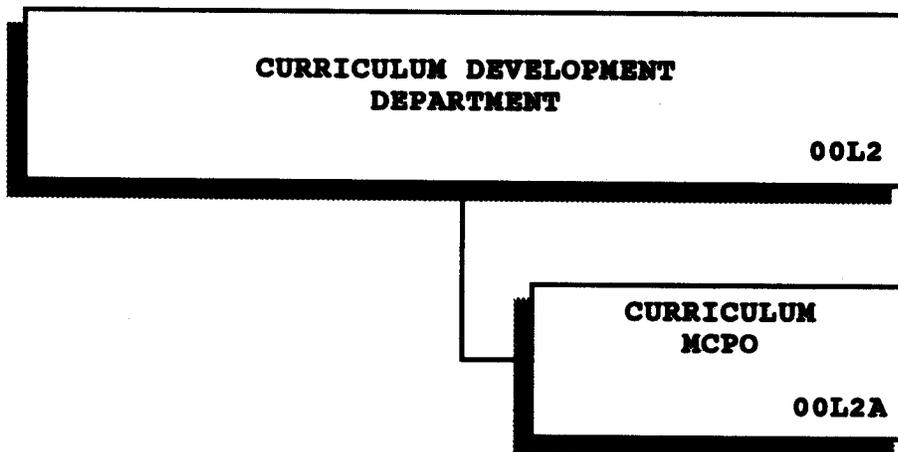
1. Ensures correct and timely processing of correspondence within the Unit including the routing of incoming mail, maintenance of central master files, and distribution of outgoing correspondence, action correspondence tickler system and reports control system.
2. Serves as liaison with the Personnel Support Activity Detachment for all staff personnel.
3. Coordinates the fiscal/supply functions for the Unit.
4. Prepares the annual budget requirements for the Unit for approval by the Director. Maintains accounting records of the fund authorizations received by the Unit.
5. Prepares all TEMADD orders for staff personnel which includes order writing, travel arrangement and travel claim liquidation.
6. Serves as the liaison for all civilian personnel matters. Maintains civilian time cards.
7. Maintains the basic facilities requirements for the Unit. Serves as the key custodian for all NLTU spaces.
8. Provides Career Counseling duties for the Unit.

NETPDTCINST 5400.1A

02 MAY 2002

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**CURRICULUM DEVELOPMENT
DEPARTMENT
CODE 00L2**



02 MAY 2002

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02 MAY 2002

**CURRICULUM DEVELOPMENT DEPARTMENT
CODE 00L2**

Functions

1. Designs, develops, revises, and implements assigned courses.
2. Functions as the Course Curriculum Model Manager (C²M²) for the Petty Officer Indoctrination Course, the Enlisted Leadership Training Continuum Courses, and the Command Training Team Indoctrination Course.

NETPDTCINST 5400.1A

02 MAY 2002

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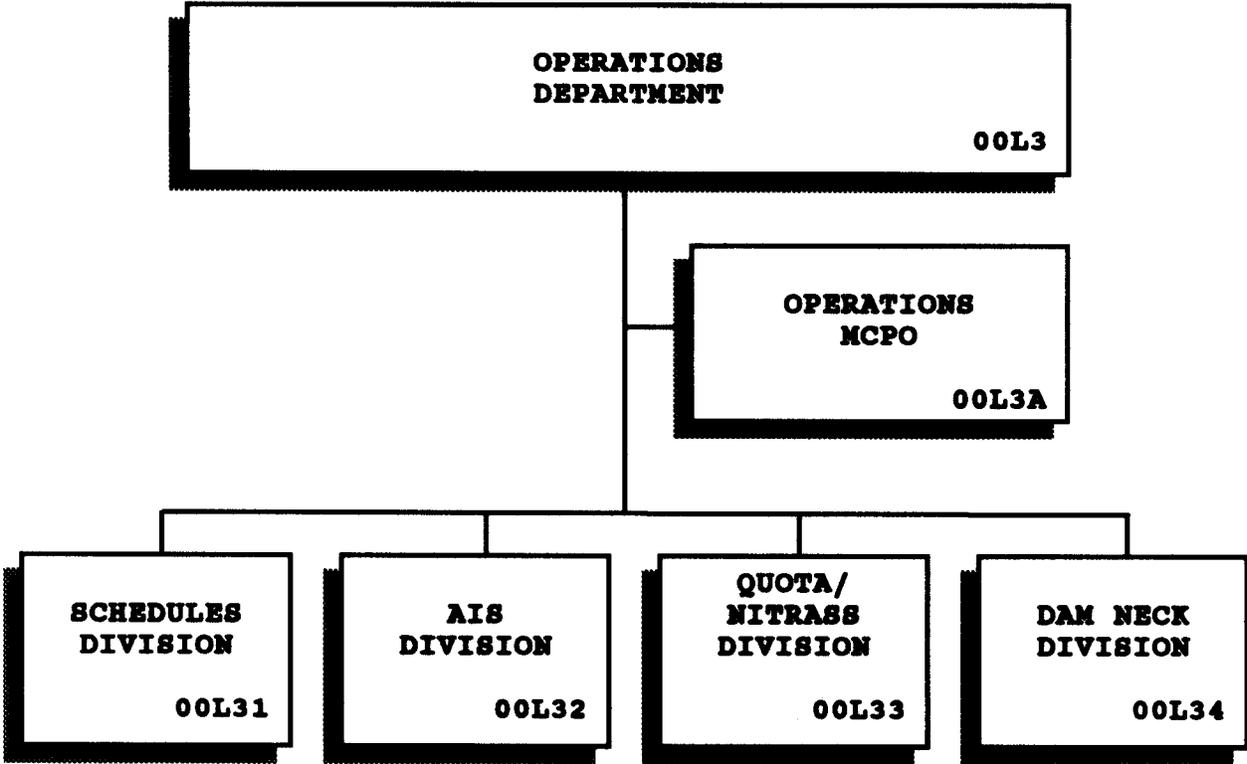
NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

OPERATIONS DEPARTMENT CODE 00L3



02 MAY 2002

**OPERATIONS DEPARTMENT
CODE 00L3****Functions**

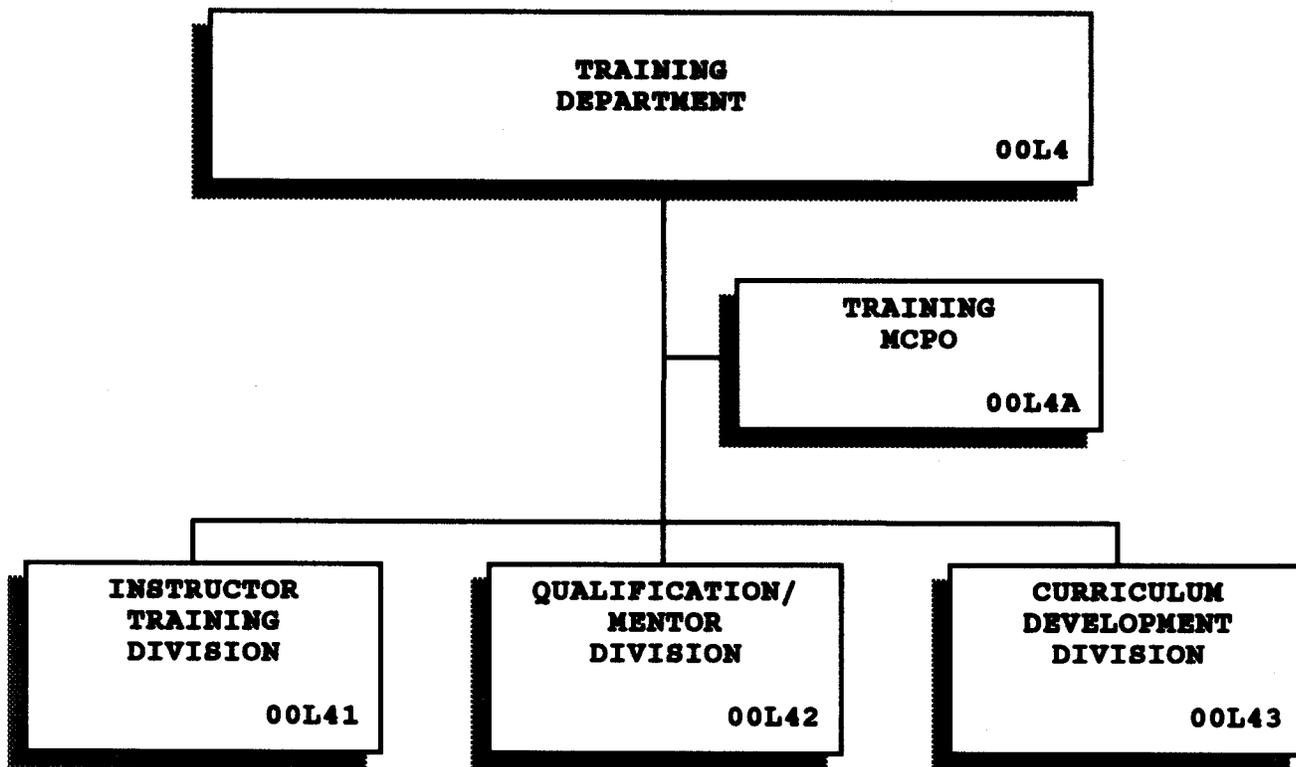
1. Ensures the conduct of Leadership Training and Command Managed Equal Opportunity courses. Maintains high quality instructions and standardization of courses.
2. Maintains the in-house and MTT course schedules, classroom schedule, Unit schedule, and facilitator schedules.
3. Releases schedule messages and requests MTT input from the Department of the Navy.
4. Submits updated course schedules to NITRAS on an as needed basis.
5. Manages and maintains the Navy Integrated Training Resources and Administration System (NITRAS) Student Master File (SMF), Master Course Reference File (MCRF), the Standard Training Activity Support System (STASS) and Catalog of Navy Training Courses (CANTRAC) for all NLTU courses of instruction.
6. Serves as liaison with NETPDTC and CNET concerning NITRAS/CANTRAC submissions.
7. Ensures that accurate and current course information and schedules are submitted to higher authority.
8. Compiles comprehensive statistical information reports.
9. Assigns quotas for courses taught at NLTU Little Creek.
10. Drafts correspondence and messages concerning quota assignments and advertising availability of courses.
11. Serves as liaison with Naval Personnel Command(NPC), Enlisted Personnel Management Center (EPMAC), Chief of Naval Reserve (CHNAVRES), and other fleet or shore commands regarding quota control.
12. Responsible for all matters regarding computer support for Unit personnel and detachments.

NETPDTCINST 5400.1A

02 MAY 2002

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TRAINING DEPARTMENT CODE 00L4



NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**TRAINING DEPARTMENT
CODE 00L4****Functions**

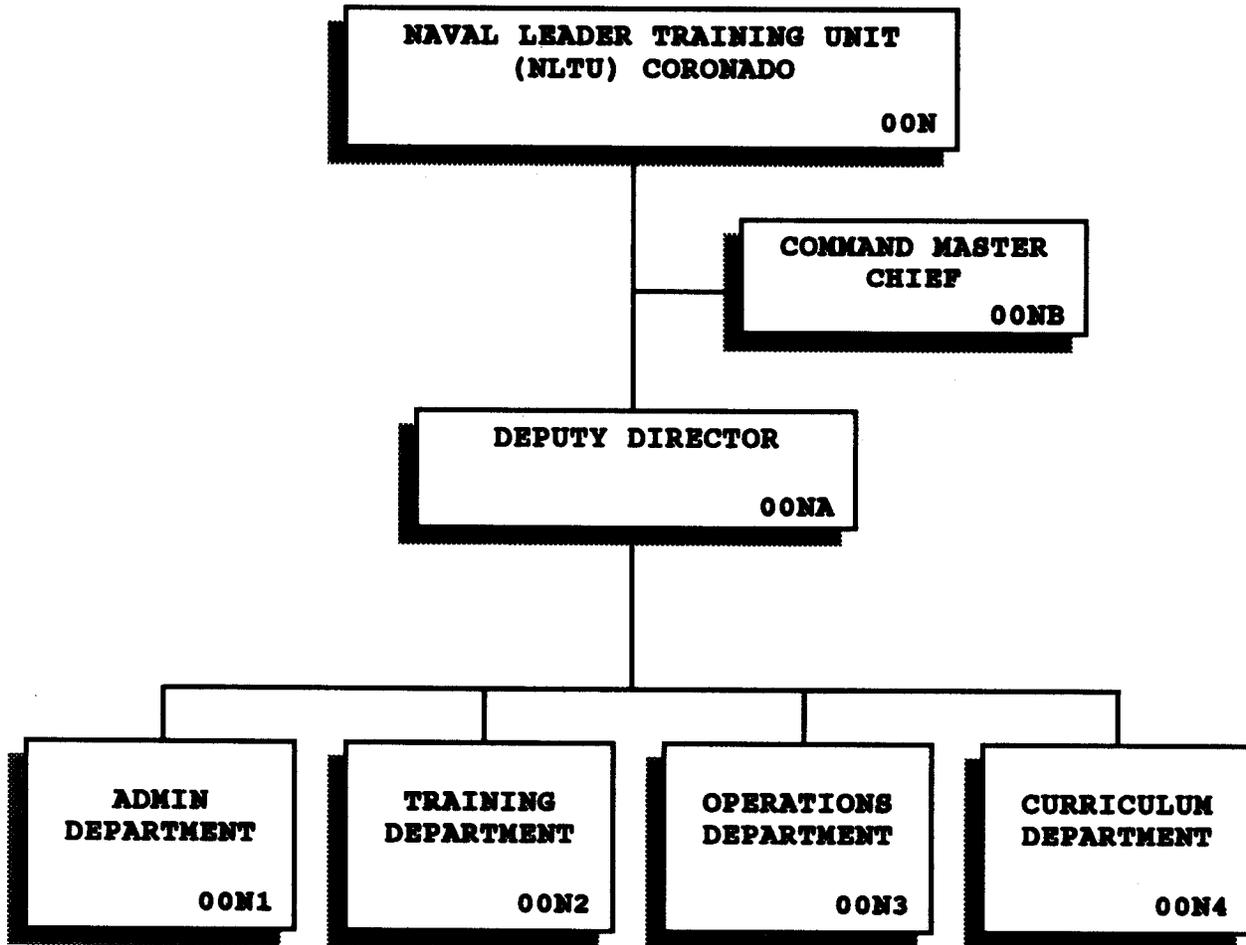
1. Establishes internal/external evaluation procedures to ensure quality training is achieved.
2. Develops, sustains, and advances the facilitation and consulting skills of all assigned personnel.
3. Observes classroom instruction to evaluate instructor techniques and standardization.
4. Maintains and updates Leadership, Total Quality, and Command Managed Equal Opportunity reference libraries.
5. Coordinates and monitors Command Sponsor/Mentor Program.
6. Develops, coordinates, provides and tracks professional staff development education and training opportunities for all Unit personnel.
7. Manages the Master Training Specialist Program for the Unit.
8. Schedules and coordinates all local screening of prospective instructors.
9. Delivers the Leadership Instructor Training Course (ITRAC) and governs all related curriculum maintenance.

NETPDTTCINST 5400.1A

02 MAY 2002

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SECTION 8
NAVAL LEADER TRAINING UNIT
CORONADO
CODE 00N



02 MAY 2002

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02 MAY 2002

SECTION 8
NAVAL LEADER TRAINING UNIT (NLTU) CORONADO
CODE 00N

Mission

Provide education and training in leadership, management, and human resources skills to DON/DON-sponsored personnel through a customer-driven, leadership-focused education and training system. Formal education, training, and reinforcement is provided through on-site classroom instruction, mobile training seminars, curriculum development, and consultation.

Functions

1. Establish policies for NLTU that are in keeping with CNET and NETPDTC guidance.
2. Provide a military structure and organization that will most effectively support both facilitating courses and taking care of the administrative support requirements of the school house.
3. Establish priorities and timelines for accomplishing internal and external tasking.
4. Attend quarterly meetings with CNET Leadership Division Director. Provide agenda items and supporting documentation on issues concerning NLTU Coronado. Advocate issues of concern to NLTU instructors.
5. Provide appropriate recognition through awards, fitness reports, and evaluations for the performance of NLTU personnel.
6. Ensure funds made available to NLTU are strictly accounted for and funds are spent on those products and services that most directly impact the ability of NLTU Coronado to perform its mission.
7. Provide Leadership Training Courses, CMEO Courses, and Total Quality Courses to meet the fleet demand. Participate in the building of the next FY schedule and execute the schedule. Coordinate the spaces, materials, students, instructors and curricula. Provide monthly training reports to CNET Leadership Division.
8. Participate in the course review process as established by CNET Leadership Division.

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**DEPUTY DIRECTOR
CODE 00NA****Functions**

1. Prepare and maintain the bills and orders for the organization and administration of the unit as a whole.
2. Supervise and coordinate the work, training, and education of the personnel of the unit.
3. Supervise and coordinate the operational training plans and schedules of the unit.
4. Make frequent inspections of spaces, material, and equipment in company, when practicable, with the subordinates concerned, and take remedial actions to correct defects as appear necessary.
5. Ensure that all prescribed or necessary security measures and safety precautions are understood and strictly observed.
6. Maintain high morale within the unit. The discipline, welfare and privileges of the individuals of the command will be a chief concern of the Deputy Director; he/she will, to the extent of his/her authority, ensure that these and related matters are administered in a just and uniform manner.
7. Evaluate the performance of officer and enlisted personnel and make appropriate recommendations to the Director.
8. Regulate liberty and leave of personnel.
9. Direct the investigation of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, unit's regulations, and other military and civil laws; recommend appropriate disciplinary or administrative action to the Director when necessary.
10. Prosecute a program of economy and conservation; promote cost consciousness within the unit.
11. Ensure the Director is advised of all casualties, deficiencies, and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the unit.

NETPDTCINST 5400.1A

02 MAY 2002

12. Act on personal requests (which may be addressed to the Director) that do not involve the formulation of new policy or that will not require action of higher authority.

13. Perform such other duties as may be assigned by the Director or higher authority.

02 MAY 2002

**COMMAND MASTER CHIEF
CODE 00NB****Functions**

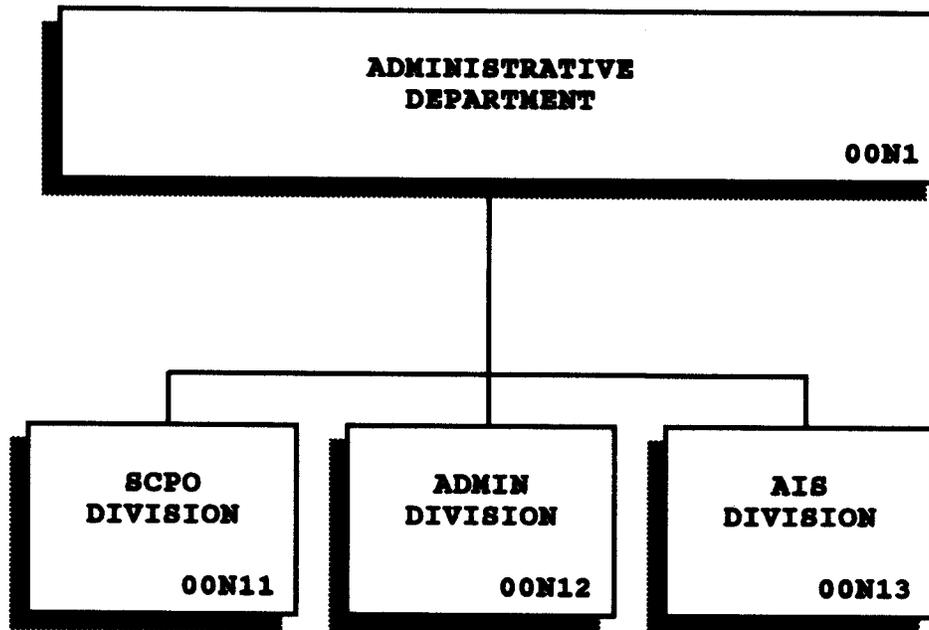
1. Maintain and promote effectiveness and efficiency throughout the chain of command.
2. Assist the Director in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel to promote traditional standards of good order and discipline.
3. Assist the Director/Deputy Director in establishing a positive command climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.
4. Advise the Director on formulation and implementation of changes in policy pertaining to enlisted personnel.
5. Attend meetings as directed by the Director to keep apprised of current issues and provide a representative enlisted input.
6. Participate in ceremonies honoring command members including retirement and reenlistment ceremonies.
7. When appropriate, represent the Director at, or accompany the Director to official functions, inspections, and conferences.
8. Participate in receptions and hosting of official visitors to the unit.
9. Upon invitation, and as approved by the Director, represent the command and the Navy at community and civic functions.
10. Participate in, coordinate, or monitor the following:
Command Orientation/Indoctrination Division; CPO/PO
Indoctrination Courses; Master Training Specialist; Ranking of
enlisted personnel; Professional Development Board; Command
Retention Team; Awards Board; Instructor of the Year/Quarter;
Staff Member of the Year/Quarter; Family Services Program;
Bachelor Quarters Program; Commissary and Navy Exchange Advisory
Boards; Humanitarian Reassignment/Hardship Discharge Screening
Boards; Command Interview/Examining Boards; Morale, Welfare, and
Recreation (MWR) Committee; Spirit Fund; Coffee Mess; CPO
Initiations; Command Sponsor Program; and Instructor Screening
Boards.

NETPDTTCINST 5400.1A

02 MAY 2002

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ADMINISTRATIVE DEPARTMENT CODE 00N1



NETPDTTCINST 5400.1A
02 MAY 2002

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02 MAY 2002

**ADMINISTRATIVE DEPARTMENT
CODE 00N1****Functions**

1. Process all incoming and outgoing official correspondence, including directives and Guard Courier Mail, ensuring that such is properly and expeditiously accounted for and routed to the cognizant office/individual; maintain master tickler files to ensure reports and correspondence requiring action are properly acted upon and tracer procedures are initiated as necessary; and provide status of late reports of missing action correspondence.
2. Process student graduation certifications and page 13s, including letters and page 13s on student failure on body fat standards and disenrollments.
3. Process temporary travel orders, process and review all travel claims before and after submission to Personnel Support Detachment Coronado for processing in the Disbursing Office.
4. Maintain unit correspondence file, master directives, and forms which are required for the routine administration of the unit.
5. Serve as the unit advisor concerning correct format and preparation of correspondence, messages, and reports, ensuring their timely and proper completion and mailing.
6. Finalize officer and enlisted fitness reports ensuring compliance with current directives.
7. Arrange for electronic receipt and transmission of Naval messages, as well as, internal distribution.
8. Process the unit's AIS which includes hardware, software, setup and breakdown of all automated equipment, arrange for repairing, installation of software, maintain electronic mail program routing system for all personnel, and maintain the operation of the LAN system.
9. Process supply requisitions for supplies, equipment, furniture, and contract for operating the unit, including arranging setup of electrical, gas, water, sewage, telephone services, janitorial services, and accountability of controlled equipment.

02 MAY 2002

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02 MAY 2002

**SENIOR CHIEF PETTY OFFICER (SCPO) DIVISION
00N11**

Functions

1. Maintain and promote the effectiveness and efficiency of the chain of command. Cultivate and sustain high departmental morale.
2. Advise the department head and division officers on personnel matters.
3. Coordinate with other departmental Senior Enlisted Advisors for inter-departmental assistance as needed.
4. Participate in unit awards and fitness report/evaluation ranking boards.

02 MAY 2002

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02 MAY 2002

**ADMINISTRATIVE DIVISION
CODE 00N12****Functions**

1. Manage and maintain all incoming/outgoing correspondence, including directives and guard mail services.
2. Manage and maintain a master tickler file system to ensure reports and correspondence are completed on time and accurately.
3. Manage and maintain a travel order system, including monitoring all travel claims prior to and after submission for accuracy.
4. Manage and maintain a manning status to ensure all billets are either filled or necessary action is being taken to request replacements and the Officer Distribution Control Report and the Enlisted Data Verification Report are accurate and modifications and changes are reported.
5. Manage and maintain accountability of controlled equipage for the unit as required by regulations and directives reporting any discrepancies or questionable situations.
6. Manage and maintain an annual travel budget including issuance of orders, processing of travel claims, and reporting any discrepancies required by regulations and directives.
7. Manage and maintain an annual operating budget for the unit including accounting for open purchases, contracts, requisition processing, storage of property, and distribution of supplies and property.
8. Manage and maintain a military and civilian personnel liaison providing for services as may be required for the assistance of personnel related matters between Personnel Support Detachment Coronado for military and the Human Resources Office, Naval Base Complex Coronado (North Island) for civilian personnel.
9. Manage and maintain a tickler system for officer and enlisted fitness reports and civilian performance appraisal reports.
10. Manage and maintain an electronic receipt and transmission of all Naval messages, as well as, internal distribution.
11. Manage as the Facilities Coordinator for the unit working in conjunction with Public Works Center, Naval Base Complex Coronado

02 MAY 2002

Facilities Coordinator and Expeditionary Warfare Training Group Pacific Facilities Coordinator on any repairs which may be required to any classrooms, offices and passageways under the Memorandum of Agreement.

12. Manage and maintain the assignment of classrooms when classes are not in session by coordinating with the Operations Department.

13. Submit monthly reports (i.e., ADP, Supply, Budget) to higher authority.

02 MAY 2002

**AUTO-INFORMATION SYSTEMS (AIS) DIVISION
CODE 00N13**

Functions

1. Responsible for administering LAN including compliance with ADP security requirements.
2. Administer SQL database and client front-end software.
3. Administer Internet connection including web hosting and client connections via NETPDTC.
4. Research and recommend hardware, software and other equipment for procurement.
5. Troubleshoot broken equipment; repair and replace as necessary.
6. Train end-users on all AIS equipment and software.
7. Oversee installation of hardware and software and network infrastructure.
8. Oversee management of electronic mail connection and database.
9. Oversee performance of routine backups.
10. Submit monthly reports as required by higher authority.

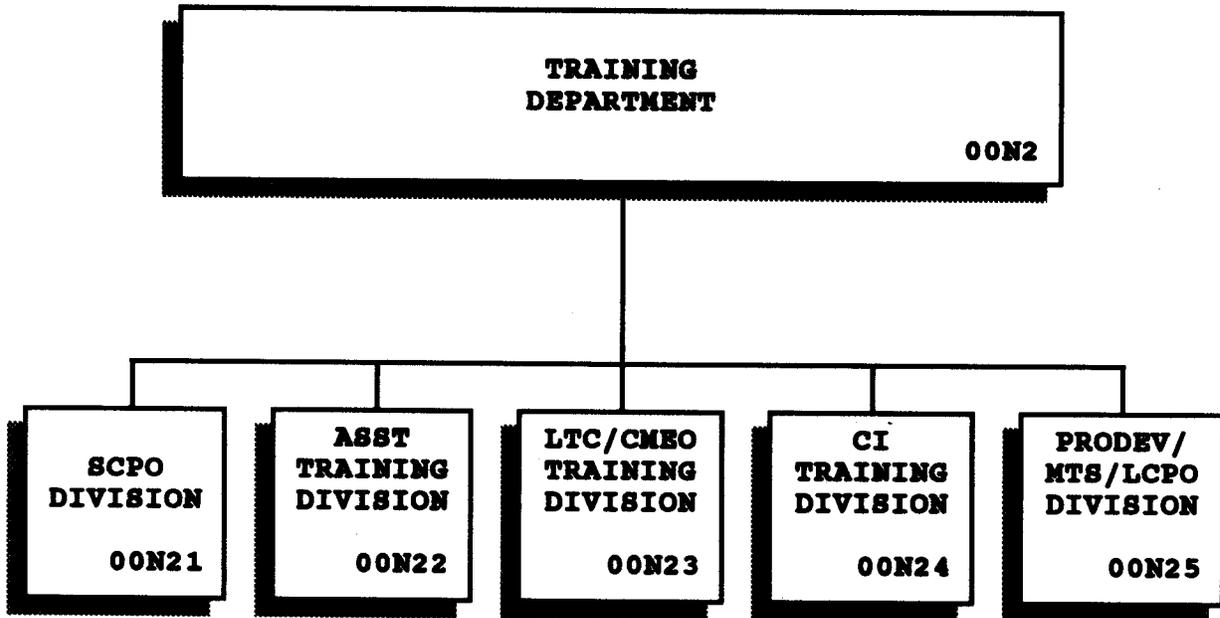
NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

TRAINING DEPARTMENT CODE 00N2



NETPDTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**TRAINING DEPARTMENT
CODE 00N2****Functions**

1. Ensure CNET established courses at this unit are conducted per established directives and procedures.
2. Ensure instructors are properly trained in accordance with CNET instruction.
3. Responsible for initial assignment of newly reporting instructors.
4. Review end of course critique packages, make comments as necessary, and submit to chain of command.
5. Maintain departmental turnover file containing the status of special projects, training, personnel qualification standards, and other useful data for a successor.
6. Review and submit officer and enlisted fitness reports and civilian performance evaluations in a timely manner.
7. Be accountable for equipment assigned to the department.
8. Inform the Director and Deputy Director of all deficiencies and anticipated difficulties which may affect the operational or administrative efficiency of the division.
9. Approve assignment of new personnel to appropriate curriculum.
10. Approve/disapprove instructor qualification level based on assessments.
11. Review and submit command professional development plan to the Director via the Deputy Director. Ensure professional development funds are fairly distributed among each department.
12. Coordinate efforts with other departments to accomplish the unit mission expeditiously.

02 MAY 2002

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02 MAY 2002

**SENIOR CHIEF PETTY OFFICER (SCPO) DIVISION
CODE 00N21**

Functions

1. Maintain and promote the effectiveness and efficiency of the chain of command. Cultivate and sustain high morale within the department.
2. Participate as a member of the unit's professional review board.
3. Make recommendations for additional training requirements to improve instructor skills or command support skills.
4. Act as advisor to the department head on personnel issues.
5. Supervise day-to-day administration of the department.
6. Negotiate with other department MCPO/SEA to coordinate and deconflict routine matters.
7. Participate as a member of unit awards boards and ranking boards.
8. Participate as an active member of appropriate QMBs.
9. Work to remove barriers and impediments to the application of process management and process improvement techniques within the department.
10. Attend meetings as directed by the chain-of-command.

NETPDTCINST 5400.1A
02 MAY 2002

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02 MAY 2002

**ASSISTANT TRAINING DIVISION
CODE 00N22****Functions**

1. Assume department head's duties and responsibilities in his/her absence.
2. Supervise the professional development of all instructors.
3. Prepare training department personnel fitness reports and performance evaluations for review by department head.
4. Review and submit civilian performance evaluations in a timely manner to the Training Department head.
5. Inform the department head of all deficiencies and anticipated difficulties which may affect the operational or administrative efficiency of the department.
6. Monitor instructor qualification progress and periodically conduct instructor assessments.
7. Ensure command professional development plan includes available civilian and military training designed to enhance instructors' facilitation skills.
8. Monitor recommendations for assignment of new instructors to appropriate courses.
9. Monitor classrooms periodically to ensure courses are being conducted per approved curricula.
10. Monitor performance of the instructors and track supervisors.
11. Evaluate courses under his/her purview and make recommendations to improve the cost effectiveness of training.
12. Review end of course critique packages for all courses, make comments as necessary, and submit to chain of command.

NETPDTTCINST 5400.1A

02 MAY 2002

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02 MAY 2002

**LEADERSHIP TRAINING COURSE (LTC)/CMEO TRAINING DIVISION
CODE 00N23****Functions**

1. Prepare division personnel fitness reports and evaluations for review by the chain of command. Ensure mid-term counseling is conducted in a timely manner.
2. Review instructor training folders to ensure required documentation of qualifications.
3. Actively manage all issues related to the conduct and presentation of LTC/CMEO courses. Verify instructors are qualified and certified to instruct assigned courses. Periodically perform assessments.
4. Make timely decisions and recommendations to the chain of command concerning instructor and student issues including, but not limited to, personal, professional, performance, and disciplinary.
5. Supervise the instructors and track supervisors under his/her purview.
6. Evaluate courses under his/her purview and make recommendations to improve the effectiveness of training.
7. Monitor classrooms periodically to ensure courses are being conducted per approved curricula.
8. Take action on LTC/CMEO training issues outlined in end of course critique packages and course change recommendations submitted to the chain of command.
9. Ensure appropriate number of qualified instructors are assigned to each track to support required teaching schedule.
10. Ensure assignment of new instructors to appropriate courses.
11. Monitor mentor assignment process.
12. Make recommendations to PRODEV Division for training opportunities/seminars that will enhance instructor skill and knowledge.
13. Advise the department head and assistant training officer of any problems or anticipated difficulties which may have an impact upon courses or instructors.

02 MAY 2002

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02 MAY 2002

**CONTINUAL IMPROVEMENT (CI) DIVISION
CODE 00N24**

Functions

1. Actively manage all issues related to the conduct and presentation of CI portion of LTC courses.
2. Supervise the LTC instructors under his/her purview.
3. Prepare division personnel fitness reports and evaluations for review by the chain of command. Ensure mid-term counseling is conducted in a timely manner.
4. Review LTC instructor training folders to ensure proper documentation of qualifications. Verify instructors are qualified and certified to teach assigned courses. Periodically conduct instructor assessments.
5. Monitor classrooms periodically to ensure courses are being conducted per approved curricula.
6. Advise the training department head and assistant training officer of any problems or anticipated difficulties which may have an impact upon courses.
7. Take action on LTC training issues outlined in end of course critique packages and course change recommendations submitted to the chain of command.
8. Evaluate courses under his/her purview and make recommendations to improve the effectiveness of training.
9. Ensure appropriate number of qualified LTC instructors are assigned to each track to support required teaching schedule.
10. Ensure assignment of new LTC instructors to appropriate track.
11. Monitor mentor assignment process.
12. Make recommendations to PRODEV Division for training opportunities/seminars that will enhance instructor skill and knowledge.
13. Make timely decisions and recommendations to the chain of command concerning instructor and student issues including, but not limited to, personal, professional, performance, and disciplinary.

02 MAY 2002

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02 MAY 2002

**PRODEV/MTS/LCPO DIVISION
CODE 00N25**

Functions

1. Maintain and promote the effectiveness and efficiency of the chain of command.
2. Advise PRODEV division officer regarding the formulation, implementation, and enforcement of policy pertaining to the morale, welfare, job satisfaction, discipline, utilization, and training of all division personnel.
3. Ensure established policies are adequately explained, understood, and carried out by inspiring subordinates to effectively develop and utilize leadership principles and encouraging division personnel to maintain the highest standards of conduct and general appearance through effective middle management.
4. Prepare and submit to PRODEV division officer evaluations/fitness reports and award recommendations.
5. Screen, sign, and route, as appropriate, requests for leave, liberty, and other special requests.
6. Manage MTS program, GMT, quality week schedule, and Leadership Continuum Library.
7. Draft and/or review correspondence pertaining to division personnel as required by the division officer.
8. Attend meetings as directed by the PRODEV division officer.
9. Perform such other duties as may be assigned by the division officer.
10. Assume duties and responsibilities of division officer in his/her absence.