



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

Canc frp: JAN 2014

OPNAVNOTE 5400
Ser DNS-33/13U102202
10 JAN 2013

OPNAV NOTICE 5400

From: Chief of Naval Operations

Subj: ESTABLISHMENT OF NAVAL EDUCATION AND TRAINING COMMAND
HUMAN RESOURCES OFFICE, PENSACOLA, FL

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVNOTE 5400 Ser DNS-33/12U102150 of 1 Oct 2012
(Canc: OCT 2013)

1. Purpose. To implement Deputy Assistant Secretary of the Navy (Civilian Human Resources) approval to establish Naval Education and Training Command (NETC) Human Resources Office (HRO) shore command, per reference (a).

2. Background. This action responds to Department of the Navy Office of Civilian Human Resources announcement of a new approach to civilian human resources service delivery that has been approved by the Under Secretary of the Navy. That new policy has commands, such as NETC, operating their own HROs and this action establishes the NETC HRO in Pensacola, FL.

3. Organizational Changes. Establish NETC HRO effective 1 April 2013. The following applies:

a. Establishment

Director
Naval Education and Training Command Human Resources
Office
Naval Air Station
BLDG 680
Pensacola FL 32508

(SNDL: FT92) (UIC: 45599)*
(PLA: NETC HRO PENSACOLA FL)
(Activity Code: 3445-750)

*(SNDL: Standard Navy Distribution List; UIC: Unit Identification Code; PLA: Plain Language Address)

b. Mission. To execute the full spectrum of human resources programs and systems to sustain the civilian personnel workforce that educates and trains the men and women of the United States Navy.

c. Area Coordination. Commander, Navy Installations Command

d. Regional Coordination. Commander, Navy Region Southeast

e. Budget Submitting Office. Chief of Naval Personnel

f. Office of the Chief of Naval Operations (OPNAV) Resource Sponsor. Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (N1)

g. Chain of Command

- 1 Chief of Naval Operations
- 2 Commander, Naval Education and Training Command (00076)
- 3 Director, Naval Education and Training Command Human Resources Office, Pensacola, FL (45599)

4. Action

a. NETC will take appropriate action, consistent with reference (a), to establish subject shore activity and to issue a mission, functions, and task directive for the new shore activity within 90 days of such establishment. Distribution of the directive will include Director, Navy Staff, Organization and Management Branch (DNS-33).

b. Master Update Authority, Honolulu, HI will add the PLA in the Central Directory Component effective 1 April 2013 unless otherwise directed via official correspondence. Correspondence concerning the PLA should be forwarded to Naval Network Warfare Command (NAVNETWARCOM) (Network Operations 321), Bldg 1265, Joint Expeditionary Base Little Creek Fort Story, Virginia Beach, VA 23459-5000 or by calling (757) 322-1149/1150. New commands should be activated on Navy Regional Enterprise Message

System (NREMS). Information on NREMS can be obtained at <https://navalmessaging.nmci.navy.mil> or by contacting NAVNETWARCOM at numbers above.

c. DNS-33 will revise reference (b).

5. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.



H. M. CRANEY
Director of Management

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