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ASSISTANT VICE CHIEF OF NAVAL OPERATIONS
N09B

Mission: To advise and assist VCNO in executing organizational, resource, management and administrative responsibilities in support of OPNAV, OPNAVSUPPACT, and Operating Forces and shore activities under the command of CNO as assigned.

Functions:

1. Serves additional duty as Commander, OPNAVSUPPACT.
2. Serves as CNO Committee Management Officer for Federal Advisory Committees and other committees sponsored by OPNAV.
3. Provides primary Navy advocacy and resource assistance for the U.S. Naval Academy, the Naval War College, the Naval Post-graduate School, and the Armed Forces Staff College.
4. Ensures oversight of Navy colleges in terms of the adequacy and effectiveness of relevant policy, support and management for officer undergraduate, professional and graduate education programs.
5. Administers OPNAV and OPNAVSUPPACT civilian personnel programs including the CNO Civilian Drug Free Workplace Program and civilian training matters.
6. Administers CNO responsibilities for Senior Executive Service personnel within OPNAV and the CNO claimancy including professional development training.
7. Serves as Acquisition Training Representative for the CNO Defense Acquisition Workforce Program.
8. Serves as Equal Employment Opportunity Officer for OPNAV and assigned shore activities. Responsible for the military Command Managed Equal Opportunity and Drug and Alcohol Programs for OPNAV and assigned shore activities.
9. Oversees the assigned responsibilities of the Director, Field Support Activity in the management of resources (funds, manpower and facilities) in support of activities comprising the CNO claimancy.

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10. Serves as Resource Sponsor for Naval Education and Administration which includes military and civilian manpower management as well as long range fiscal programming.

11. Executes OPNAV/OPNAVSUPPACT fiscal budgets, and manages military and civilian personnel assets assigned to the two activities.

12. Oversees the assigned responsibilities of the Director of Naval Historical Center, including the management and administration of the Naval Historical Program, the Navy Art Program, and Navy museums and libraries.

13. Provides support to CNO, VCNO, and OPNAV staff in legal, legislative, disciplinary and ethics matters.

14. Provides Command Career Counseling and Retention services to OPNAV personnel.

15. Coordinates and schedules special mission airlift in support of eligible executive personnel.

16. Provides senior command advisor to OPNAV enlisted personnel and their dependents.

17. Provides military personnel support and travel services to OPNAV personnel.

18. Allocates quotas for and schedules mandatory OPNAV officer orientation training, including the OPNAV Action Officers Course, OPNAV Requirements Officer Course, and ADP Orientation. Schedules and conducts other required orientation and refresher training, including Security, Equal Employment Opportunity, Navy Rights and Responsibilities, General Military Training, and other Enlisted Indoctrination training.

19. Develops, implements and administers programs and services for the organization and management of OPNAV and subordinate CNO commands and activities, including:

- a. Management Control Program
- b. Command Evaluation Program
- c. Audit Liaison and Follow up

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- d. Hotline Referral Program
 - e. Management Headquarters Program
 - f. OPNAV Conferences and Committees
 - g. OPNAV Organization Manual and Charts
 - h. OPNAV Administrative Manual
20. Develops policy and documents command relationships governing the establishment, disestablishment and modifications of the Operating Forces of the Navy and the Naval Shore Establishment.
21. Provides OPNAV-wide support services including:
- a. Central Mail Room
 - b. Printing Services
 - c. Supplies and Equipment
 - d. Space and Physical Facilities
 - e. Property Management and Inventory Control
22. Develops and administers the OPNAV Physical, Personnel, Industrial, and Information Security Programs.
23. Manages and directs the DON Freedom of Information and Privacy Act Programs.
24. Coordinates and implements DON action on military awards, decorations, citations and commendations.
25. Serves as OPNAV CAO for COMNAVDIST, Washington; Director, NAVHISTCEN; Director, FLDSUPPACT; Superintendent, USNA; Superintendent, NAVPGSCOL; President, NAVWARCOL; and Director, NAVTACSUPPACT.

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ASSISTANT FOR EDUCATIONAL RESOURCES AND ADVOCACY
N09BC

Mission: To advise and assist N09B as the Navy advocate and resource assistant for the USNA, NAVWARCOL, NAVPGSCOL, and the Armed Forces Staff College.

Functions:

1. Advises CNO on the adequacy and effectiveness of policy, support, and management for assigned schools and for naval officer undergraduate, professional, and graduate education programs; coordinates with CMC on educational matters affecting Marine Corps.
2. Coordinates resolution of and develops the CNO position on educational issues and school problems.
3. Advocates policy, programs, operations, and support improvements for assigned schools in coordination with program sponsors and the heads of the schools.
4. Evaluates impact of program, financial, facility, and manpower decisions on school program efforts and recommends corrective action to program sponsors and VCNO.
5. Serves as the advocate and resource assistant to N09B for naval officer undergraduate, professional, and graduate education programs; justifies program and resource requirements throughout the PPBS cycle, including POM, budget formulation and budget execution; oversees major claimant management and allocation of school resources.
6. Coordinates with N7 to ensure compatibility of resources and school missions and tasking with educational policy.
7. Coordinates and develops CNO responses to Congressional, GAO, DOD, NAVINSGEN, and Navy Auditor General inquiries regarding schools.
8. Conducts liaison with academic institutions of the other services, government agencies and the private sector, and appropriate accrediting authorities to maintain the overall excellence of undergraduate, professional and graduate programs, and to