ROTATIONAL ASSIGNMENTS AVAILABLE

JOB TITLE	JOB SERIES/ GRADE	COMMAND/ CODE UIC	DURATION	LEVEL OF SECURITY CLEARANCE	EDUCATION REQUIRED	ASSIGNMENT LOCATION	POC	DESCRIBE ASSIGNMENT DUTIES and QUALIFICATIONS
TBD at a later date		CNET Hqtrs Code LEAD2 00062	120 Days	None	Post High School	CNET Headquarters 250 Dallas Street Pensacola Fl 32508	Barbara Taylor (850) 452-4987; DSN 922 Barbara.Taylor@cnet.navy.mil	**Duties:** (PENDING) **Qualifications:**
Employee Development Specialist	0235 05 & above	HRO Code N41 41273	Varies	None	Post High School	HRO Pensacola 368 South Avenue Pensacola FL 32508	Jackie Holley (850) 452-2660; DSN 922 JHolley@hropensacola.navy.mil	**Duties:** Log, Track, Screen & Process incoming training actions. Assist Employee Development Specialist in selecting suitable films and other training media, screen applicants, interview interns/program participants, maintain information data systems, receive incoming calls and provide general information, assist with training contractors, assist in classroom as needed. **Qualifications:** Access and Microsoft Office Software
Training Management	0353 05 thru 12	CNET Hqtrs Code ETEA 00062	120 Days	None	Post High School	CNET Headquarters 250 Dallas Street Pensacola Fl 32508	Stephen Sheppard (850) 452-4928; DSN 922 Stephen-C.Sheppard@cnet.navy.mil	**Duties:** - Training acquisition management - Resource programming - ADP OPS - Analysis and Reporting - Briefing preparation **Qualifications:** - Experience in US Navy Sea/Shore Establishment - Some Travel - Sedentary
Financial Administrative	0300/0500 12 & above	CNO N-81 00081	Varies	None	Post High School	CNO N-81 2000 Navy Pentagon Washington DC 20350	Ms. Bonnie Morehouse DSN 227-0266 morehouse.bonnie@hq.navy.mil	**Duties:** Analysis and assessment assistance including maintenance and oversight of Navy military and civilian Training & Education and Manpower & Personnel capability requirements. Assessment of existing and/or planned Training & Education and Manpower & Personnel programs' fulfillment of Navy's capability requirements. Cost and effectiveness evaluation analysis of Training & Education and Manpower & Personnel programs. **Qualifications:** Knowledge of practices and procedures required for assessment training/capability requirements; Ability to provide representation of organization program matters/issues to all levels of interest both internal and external to the organization; Ability to evaluate programs which support mission requirements and customer needs, and to formulate plans, goals and methods of assessment; Experience with MS Windows/Office required; NITRAS experience helpful.
CLD Administrative	0343 06 & above	CNET Hqtrs Code LEAD3 00062	Varies	None	Post High School	CNET Headquarters 250 Dallas Street Pensacola Fl 32508	Jan Swann (850) 452-4712; DSN 922 Jan-P.Swann@cnet.navy.mil	**Duties:** Assist with coordination of developmental and training opportunities; direct interface with Headquarters personnel; Publicize and market program; solicits participants and provides program status; assists with feedback report interpretation and development needs identified; assists with preparation of training materials, assist supervisors with identification/development of rotational/developmental opportunities; conducts mentor workshops and orientations; solicits mentor volunteers and schedules training; assist participant with mentor selection; compiles/maintains a directory of all NAVEDTRACOM and headquarters personnel trained. **Qualifications:** MS Office and other related software

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Budget/ Program	0300/0500 11 & above	Training Resources Division Code N7	6 week assignment	None	Post High School	Training Resources Division, N7, Washington, DC	Art Martin 223-6744 martin.art@hq.navy.mil	**Duties:** Programming and budget assistance, coordinating resource support, formulation of N7 Baseline Assessment Memoranda, Post-Sponsor Program Proposal reviews, assists with monitoring of Congressional OSD, resource sponsor, and claimant naval training resource decisions and proposals, analyzes and identifies issues with potential for sub-optimizing/destabilizing naval training; inputs/maintains N7 resource data in WINPAT database. **Qualifications:** Knowledge of practice and procedures required in the programming budgeting of resources. Ability to provide representation of organization program matters/issues to all levels of interest both internal and external to the organization. Ability to design and implement programs which support mission requirements and customer needs and to formulate goals, plans, and methods of evaluation.
Auditor	0511 06 & above	CNET Hdqtrs Code OOG 00062	6 Week Assignment	None	Post High School	CNET Headquarters 250 Dallas Street Pensacola Fl 32508	Charles R. Gimbel (850) 452-4867; DSN 922 Charles-R.Gimbel@cnet.navy.mil	**Duties:** Provide support to CNET Command Audit function and Command Evaluation (CE) Program which may involve research, develop/evaluate survey plan, flowcharting, constructing audit/review guide, interviews, analysis, presenting and negotiating findings with top management developing written reports. Work internal control issues under Management Control Program which may involve monitoring/evaluating program compliance, assisting staff in flowcharting process. **Qualifications:** Analytical/Financial/Supply Management
Program Mgr for Military Construction	0801/0343 13	CNET Hqtrs Code OS443 00062		None	Engineering Degree - Desired but not required	CNET Headquarters 250 Dallas Street Pensacola Fl 32508	CDR James Cruz (850) 452-4092; DSN 922 Cruz, CDR-James@cnet.navy.mil	**Duties:** - Milcon planning and programming; Proj Eng Tech reviews - Facility planning. Data call reviews for BRAC, IWAR Congressionals, Navy IG, NAVFAC, DON - Economic analysis, site plans, etc. - Real Estate; acquisition, disposal, leases, etc. - Assist Training activities with facility requirements - Develop/monitor collateral equipment lists - Strategic planning for areas of responsibility (AOR) - Coordinate funding requirements for AOR **Qualifications:** Experience/skill sufficient to function/execute specified duties on a long term assignment to include MS Office and related software computer skills.