

DEPARTMENT OF THE NAVY  
COMMANDER, NAVY REGION SOUTH  
CORPUS CHRISTI, TEXAS 78419-5200

CHIEF OF NAVAL AIR TRAINING  
CORPUS CHRISTI, TEXAS 78419-5041

NRSINST 5000.1B  
CNATRINST 5000.2B  
N6

27 SEP 2004

NRS INSTRUCTION 5000.1B  
CNATRA INSTRUCTION 5000.2B

Subj: CHIEF OF NAVAL AIR TRAINING (CNATRA)-NAVY REGION SOUTH  
(NRS) COMMAND INFORMATION OFFICER (CIO) MISSION, FUNCTIONS  
AND POLICY

Ref: (a) Public Law 104-106, National Defense Authorization  
Act of 1996  
(b) Public Law 104-106, Sections D (Federal Acquisition  
Reform Act) and E, (Information Technology Management  
Reform Act) were renamed as Clinger-Cohen Act of 1996  
(c) Public Law 104-13, Paper Reduction Act of 1995  
(d) OMB Circular A-130, Management of Federal Information  
Resources

Encl: (1) IT Acquisition Paper (ITAP) Format

1. Purpose. To provide specific policy guidelines for Naval  
Air Training Command (NATRACOM) and Chief of Naval Air Training  
(CNATRA)-Navy Region South (NRS) in the implementation of  
Information Management and Information Technology (IMIT) assets  
and resources. (R)

2. Cancellation. CNATRINST 5000.2A/NRSINST 5000.1A

3. Scope. This instruction applies to all organizational  
components of the CNATRA-NRS and NATRACOM.

4. Objective. To provide centralized guidance and uniform  
policy in designing, developing, deploying, managing and  
operating CNATRA-NRS IMIT assets and resources.

5. Mission

a. The Command Information Officer provides advice and  
assistance to the Chief of Naval Air Training, who is also the  
Commander of Navy Region South, and other subordinate senior  
military and civilian managers. To ensure information (R)

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technology (IT) resources are planned and managed in a manner that implements the policies and procedures of legislation the following laws are referenced:

(1) Reference (a), Public Law 104-106 identifies IMIT resources management as the CIO's primary duties.

(2) Reference (b), the Clinger-Cohen Act of 1996 requires the establishment of an IT investment infrastructure and establishes the CIO's authority, responsibility, and accountability for the management of the enterprise IT investments.

(3) Reference (c), Public Law 104-13, Paper Reduction Act of 1995 defines information collection from the public and information management reviews.

(4) Reference (d), OMB Circular A-130 provides IMIT management and technical assistance services and the priorities established by the Department of the Navy (DON).

b. In collaboration with the DON information stakeholders, the CIO works to improve the access to information thus enhancing the ability to meet training mission and business requirements.

R) (1) Ensures effective and efficient information management (IM) of information technology (IT) investments, consistent with the Clinger-Cohen Act, reference (b).

(2) Coordinates with Naval Education and Training Command (NETC), Department of Defense (DOD), Defense Information Systems Agency (DISA) and DON corporate initiatives such as the DISA Defense Information Infrastructure (DII) Common Operating Environment COE and the DON Information Technology Vision-21 (IT-21) and Navy/Marine Corps Intranet (NMCI). IT-21 refers to common platform standard computer equipment defined by and software suites throughout DON afloat and ashore. NMCI is the DON's Navy Marine Corps Intranet initiative overseeing Electronic Data Systems (EDS) contractor based architecture to provide computer services support world-wide for all DON personnel in a transparent seat concept for a constant fee through the life of the contract.

(3) Promotes effective IMIT operations by encouraging performance-based management and, where appropriate, facilitate the restructure of the CNATRA-NRS and NATRACOM mission related

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processes to improve the performance and cost-effectiveness before significant IT investments are made.

6. Functions. Advises CNATRA-Navy Region South and NATRACOM on the strategic use of IMIT to support core business processes and to achieve CNATRA-NRS and NATRACOM mission critical goals. The CIO is responsible for executing the functional requirements articulated and defined by CNATRA-NRS and NATRACOM senior management in a manner consistent and in accordance with the regulatory requirements of reference (b), (c) and (d).

7. Responsibilities

a. Manage, operate, and/or provide oversight for IMIT technologies used for the purposes of gathering, storing, manipulating and distributing CNATRA-NRS and NATRACOM information including hardware, software, networks, information communications facilities, data bases, and office automation capabilities required to perform that function. This entails the management of CNATRA-NRS and NATRACOM application interfaces with claimancy corporate systems (CeTARS, etc.) and other DON or DOD external corporate systems as appropriate. This includes applications or systems provided by commands or functional entities external to CNATRA-NRS or NATRACOM.

b. Provide IMIT services, including software and hardware application development and/or deployment for all CNATRA-NRS and NATRACOM functional requirements acting in accordance with the NETC policies and strategies for Naval Education and Training.

c. Develop and implement information policy, plans, budget, standards for IMIT performance and results.

d. Coordinate IMIT investment strategy and capital planning.

e. Develop and implement CNATRA-NRS IMIT functions in accordance with DON IT-21 standard architecture.

f. Develop and implement CNATRA-NRS IMIT functions in accordance with NMCI standard architecture.

g. Implement a DON approved Data Management program.

h. Identify and oversee business process improvement opportunities that include the reduction of legacy applications and compliance with Functional Area Manager standardization

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efforts. For example, the reduction of the current flight training applications into the JPATS-TIMS application and adherence to the DITSCAP certification/accreditation processes.

i. Develop and implement information technology performance measures.

j. Develop and implement electronic government in compliance with the reference (c).

k. Review systems integration and design efficiency.

l. Coordinate, develop, and implement the CNATRA-NRS and NATRACOM Information Systems Security (INFOSEC) Plan for managing mission critical data in accordance with NETC, NAVAIR, DON and DOD computer policy and procedures.

R) 8. Policy. The Command Information Officer (CIO) has been delegated program decision authority by CNATRA and Navy Region South to oversee IT and IM assets and resources for all subordinate units. IMIT acquisitions for equipment, software, related upgrades, maintenance and or service contracts, legacy applications programming, programming and associated documentation must be supported by an approved IT Acquisition Paper (ITAP), formerly known as Abbreviated System Decision Paper (ASDP).

a. ITAPs must be submitted in the format of enclosure (1) for local coordination, funding identifications and approvals and signed by respective Commanding Officers/Managing Department Heads then forwarded to the CIO office for approval or disapproval, implementation and funding execution.

b. Approved ITAPs will be coordinated through proper channels for review and funding allocations during current fiscal year (CFY). The CIO Office will return unfunded ITAPs at the conclusion of the fiscal year (FY). The CIO Office will return disapproved ITAPs immediately to units with an explanation.

c. IMIT acquisitions and procurement by all CNATRA-NRS subordinate commands and units require CIO approval and above documentation. This means units will not procure any IMIT assets. Units will specifically document functional requirements in an ITAP. The CIO Office will formally evaluate and approve all ITAP. A copy of the ITAP format is enclosed and

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is available on the CNATRA web site with this instruction at: (R)  
<https://www.cnatra.navy.mil/cnatra/instruct.htm>, click on  
5000.2A, then refer to enclosure (1)

9. Direction. In order to effect a managed transition of the functions of managing CNATRA-NRS and NATRACOM IMIT assets, the following amplification is provided:

a. This policy is to be considered as overriding policy to current, potentially conflicting, CNATRA-NRS and NATRACOM instructions until the older policies are rewritten. Currently, (A)  
NETWARCOM/N6 has CIO and DAA responsibilities for NMCI while Commander, Navy Installations (CNI) CIO retains responsibilities for Legacy systems. Until such time when both areas will be merged under CNI, existing CNATRA-NRS CIO and DAA responsibilities remain in effect until superceded by CNI instructions. Dates to be determined upon publications of new CNI CIO IMIT instructions delineating responsibilities, which will be reflected in the CNATRA-NRS instructions.

b. Commanding Officers, Special Assistants and Managing Department Heads of CNATRA-NRS and NATRACOM will adhere, and ensure subordinate adherence, to this policy.

c. All CNATRA-NRS and NATRACOM units will effect a managed transfer of all IMIT assets, including required outyear funding to the CIO office.

d. IMIT assets to transfer include, but are not limited to: all purchased, or externally provided, IMIT hardware, software, IT data communication services and networks, maintenance contracts, contractor support services, administration accounts and passwords, not currently supported by NETC.

e. IMIT assets NOT to transfer include:

(1) Commodity items, voice and pager products, such as cell phones and beepers.

(2) Functional, single purpose, sole use equipment such as dispatch radios, fire alarm systems, video camera equipment, except where part of the chain of information distribution uses the data communication common carrier infrastructure aboard CNATRA-NRS operated facilities, to forward or distribute warnings, alarms, alerts or other pertinent information. In those cases, the CIO will be consulted for approvals prior to any planned use of that infrastructure.

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10. Name, address, phone numbers and e-mail of the CIO are:  
CIO, CNATRA Code N6, 250 Lexington Boulevard, Suite 265, DSN  
861-3213 or (361) 961-3213 and e-mail: [thomas.albro@navy.mil](mailto:thomas.albro@navy.mil).

(R



K. C. IRELAND

Deputy

Navy Region South

Distribution:

CNATRAINST 5215.1R

List I

NS INGLESIDE



J. J. LIND

Chief of Staff

Chief of Naval Air Training

Copy to:

NETC

COMTRAWING TWO (COOP file)

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**INFORMATION TECHNOLOGY ACQUISITION PAPER (ITAP)**

Date of submission: \_\_\_\_\_ CNATRA #: \_\_\_\_\_

FROM UNIT:

POC Name:

POC Title:

POC PHONE:

POC E-MAIL:

INFORMATION TECHNOLOGY TO BE ACQUIRED  
REQUIREMENT SHORT TITLE AND DESCRIPTION OF MISSION NEED:

CURRENT SUPPORT:

IMPACT OF PROCUREMENT OR NON-PROCUREMENT:  
(Provide tangible or non-tangible benefits)

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**SUBMITTING UNIT SIGNATURES:**

Submitted by:

\_\_\_\_\_  
Program Manager Date

Functional Requirements  
validated by:

\_\_\_\_\_  
Commanding Officer/Dept Head Date

IT Functional Area:

\_\_\_\_\_  
Local Unit IMIT POC Date

Resources Management  
Funds Available:

\_\_\_\_\_  
Resources Management Head Date

YES

NO

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**IT COSTS (USER WILL LEAVE SECTION BLANK) -CNATRA-NRS CIO ACTR ACTION**

INFORMATION TECHNOLOGY	TYPE	QTY	ESTIMATED COSTS
EQUIPMENT:			
SOFTWARE:			
SERVICES:			
SUPPORT SERVICES:			
TOTAL IT COSTS:			
TOTAL COSTS OTHER THAN IT:			
TOTAL ACQUISITION COSTS:			

OTHER ALTERNATIVES CONSIDERED:

FUNDING:  
(IDENTIFY UNIT FUNDING CITE SOURCE)

ACQUISITION STRATEGY:

PROJECTED ISSUE DATE:

COMPETITIVE/OTHER:

IT ACQUISITION LIFE CYCLE:

IT ACQUISITION TYPE:

LIST OF USING ORGANIZATIONS OR USERS:

RISK ASSESSMENT:

INTERFACE CONSIDERATIONS:  
TRANSITION STRATEGY:

ARCHITECTURE COMPLIANCE:

OTHER COMMENTS:  
(USE ADDITIONAL SHEETS, IF NEEDED)

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**CNATRA-NRS CHIEF INFORMATION OFFICER (CIO):**

**Approved**

**Disapproved**

**Date**

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**Reason for disapproval:**

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**INFORMATION TECHNOLOGY ACQUISITION PAPER (ITAP) HELP**

Submitting Organization:

<b>From</b>	Unit name, building, room, department, where IT will be installed/performed.
<b>POC</b>	Point of contact name, position title, code, telephone number, and e-mail.
<b>Mission</b>	Provide short title, brief description of primary agency programs and information systems that the IT will support. Outline the need for IT concerning specific elements of the component's mission/goals. Briefly, summarize functional requirements and information dependent tasks. Indicate the authority requiring each functional requirement described.
<b>Support</b>	Provide a brief but specific description of the current IT supporting these programs. Evaluate the impact of maintaining the status quo.
<b>Current Support</b>	<p>Identify IT resources (e.g., hardware, software, communications, services, support services) that will satisfy the information processing needs. Discuss consideration for compliance (IT-21 and NMCI).</p> <p>Provide assumptions and constraints considered in your selection.</p> <p>Identify the expected tangible and intangible benefits (e.g., improvement to functional support, cost savings, cost avoidance) and give cost/benefits rationale.</p>
<b>IT costs</b>  <b>CNATRA-NRS          CIO ACTR          Action</b>  <b>Other          alternatives</b>	<p>Summarize projected costs (including annual maintenance, if applicable) of each element of the proposed solution. Total IT cost for all years (total ownership cost) should correspond to the planned life cycle of the IT acquisition. <u>ACTR office will fill out this complete section. ACTR are actively involved in the solution process.</u></p> <p>Consider other alternatives including manual methods, existing capacity, and existing equipment residing in external organizations/services. Summarize projected costs (including annual maintenance, if applicable) for each alternative considered. Explain why each alternative was not selected as the proposed solution.</p>

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<b>Funding Cite</b>	Identify available funds including source of funds and type (e.g., O&MN, OPN, Other). Confirm that an IT investment agreement has been reached with the functional sponsor. Justification of unfunded issues must be addressed.
<b>Strategy</b>	Summarize the proposed acquisition strategy, as applicable.
<b>Projected</b>	Projected issue date (month/year) of proposed solicitation, request for information, or equivalent acquisition document:
<b>Estimated</b>	Estimated award/agreement date (month/year) for IT acquisition:
<b>Competitive</b>	Competitive/other than full and open:
<b>IT life Cycle</b>	IT acquisition life cycle (include base and all optional periods):
<b>IT type</b>	IT acquisition type (include maintenance, if required; recommend 3-year on-site).
<b>List</b>	List of using organizations or users (e.g., NETC, SPAWAR IT/IM CIO Office)
<b>Risk Assessment</b>	Risk Assessment: Identify and assess the risks associated with the IT acquisition. Assessment of risks should address, as to appropriate areas such as: Project size and scope, project longevity, technical configurations, unusual security requirements, special project management skills, software complexity, system integration requirements, and existing technical and management expertise.
<b>Interface</b>	Interface considerations: Describe planned and potential interface with systems external and internal to the organization. If a Local Area Network interface is proposed, provide considerations and interface requirements and diagrams identified during the selection process. Describe anticipated advantages or problems associated with these interfaces.
<b>Transition</b>	Transition strategy. Describe conversion considerations and any associated risks that have to be managed, and strategy for avoiding obsolescence, including expected life cycle and cost for replacement.

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<b>Compliance</b>	Architecture compliance. Confirm that the IT acquisition conforms to the technical architecture defined in IT Vision 21 (IT-21) and NMCI. If the IT supports architecturally non-compliant legacy system that is not brought into compliance, explain this and name the legacy system.
<b>Comments</b>	Other comments. Include any additional information that will simplify understanding and evaluation of this request. Use additional sheets, if needed.
<b>Signatures</b>  <b>ITAP Tracking</b>	Self-explanatory. If e-mail attachment, use "original signed," and mail originals to CNATRA-NRS CIO (N6), 250 Lexington Blvd, Suite 265, Corpus Christi, TX 78419-5041.  CIO ACTR office will assign tracking number in this format: <b>UNIT-YYMMDD-####</b> For example: NASCC-021011-0001 Shows ITAP for NAS Corpus Christi-submission date of 11 Oct 02-followed by sequence number of the submission(s).

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