



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 13680.1F

N423

07 JUN 10

CNATRA INSTRUCTION 13680.1F

Subj: PROCEDURES FOR NAVAL AIR TRAINING COMMAND SUPPORT
EQUIPMENT

Ref: (a) OPNAVINST 4790.2G
(b) NAVAIRINST 13680.1B

Encl: (1) Initial Support Equipment Out-of-Service Report,
Report Control Symbol (RCS) CNATRA 13680-1
(2) Support Equipment In-Service Report RCS CNATRA 13680-3

1. Purpose

a. To provide standard procedures for reporting critical aircraft Support Equipment (SE) out-of-service.

b. To publish procedures for requesting depot level maintenance assistance.

2. Cancellation. CNATRAINST 13680.1E

3. Background. The reports called for in this instruction are to alert the Chief of Naval Air Training (CNATRA) of situations in which inoperative SE results in loss or impairment of aircraft maintenance capability. This instruction provides guidance on how to report critical SE malfunctions. This instruction has been substantially revised and should be read in its entirety.

4. Applicability. Reporting categories include, but are not limited to, SE such as jet engine test cells, hydraulic test stands, generator test stands, oxygen test stands, and related SE.

5. Responsibilities/Action

a. Repair. Repair of SE will be accomplished by the intermediate level maintenance activity to the maximum extent beyond the capability of the intermediate level maintenance activity, notify the local CNATRA Detachment (contract activities). The CNATRA Detachment or Training Air Wing will contact CNATRA N423 (DSN 861-3117 or COM 361-961-3117) to advise of the problem. The SE using activity will follow-up the initial telephone call with either (1) an out-of-service report, RCS

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CNATRA 13680-1, when outside assistance is not required to repair the item, or (2) a SE urgent repair request, enclosures (2) and (3) of reference (b), if outside repair assistance is required. When outside repair assistance is requested, CNATRA N423 will notify all concerned parties in writing of repair actions taken or pending action. Upon the return of the SE to ready for use (RFU) status, the intermediate level maintenance activity will notify CNATRA by use of the Support Equipment In-Service Report, RCS CNATRA 13680-3.

b. Requisitioning. When a replacement part required to restore an out-of-service asset has been identified, the intermediate level maintenance activity's material control function shall submit a requisition to the supporting supply department. Aggressive follow-up procedures should be taken to ensure timely receipt of required material. Although CNATRA will assist in obtaining the required material, the requisitioning activity is ultimately responsible for ensuring that satisfactory status is received and that the assisting activity is aware of the status. CNATRA N423 will coordinate all temporary loans of Individual Material Readiness List (IMRL) SE.

6. Reports. Reports required by this instruction are validated for three years from the date of this instruction. Reporting activities are encouraged to make use of electronic mail (Email) whenever possible, however, reports via naval message or letter are acceptable. CNATRA report symbols are as follows:

a. Initial Out-of-Service Report, RCS CNATRA 13680-1. See enclosure (1) for report format.

b. Support Equipment In-Service Report, RCS CNATRA 13680-3. See enclosure (2) for report format.



JAMES A. CRABBE
Chief of Staff

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CNATRAINST 13680.1F

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MESSAGE FORMAT FOR INITIAL SUPPORT EQUIPMENT
OUT-OF-SERVICE REPORT, RCS CNATRA 13680-1

FM ACTIVITY

TO CNATRA CORPUS CHRISTI TX//423//

INFO CNATRA DET (OR TRAWING AS APPROPRIATE)

BT

UNCLAS //N13680//

SUBJ/SUPPORT EQUIPMENT OUT-OF-SERVICE REPORT

MSGID/GENADMIN/-/

REF/A/DOC/CNATRAINST 13680.1F/DATE//

POC/ORIGINATOR/CIV OR MIL/COMMAND/-/TEL: //

RMKS/1. FOL PROVIDED IAW REF A:

- A. NOMENCLATURE (DEFECTIVE SE END ITEM)
- B. SE PART NUMBER/SERIAL NUMBER/NSN (DEFECTIVE SE END ITEM)
- C. DESCRIPTION OF DISCREPANCY
- D. DATE SE OUT OF SERVICE
- E. FULL MILSTRIP INFO FOR PART NUMBER OR NSN REQUIRED INCLUDING LATEST STATUS.
- F. ESTIMATED DATE CAPABILITY WILL BE RESTORED
- G. STATUS OF REPLACEMENT OR ALTERNATE UNITS (IF ANY)
- H. REMARKS (NOTE SYSTEMS AFFECTED AND ITEMS BACKLOGGED).//

Enclosure (1)

CNATRAINST 13680.1F

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MESSAGE FORMAT FOR SUPPORT EQUIPMENT
IN-SERVICE REPORT, RCS CNATRA 13680-3

FM ACTIVITY

TO CNATRA CORPUS CHRISTI TX//423//

INFO CNATRA DET (OR TRAWING AS APPROPRIATE)

BT

UNCLAS //N13680//

SUBJ/SUPPORT EQUIPMENT IN-SERVICE REPORT

MSGID/GENADMIN/-//

REF/A/DOC/CNATRAINST 13680.1F/DATE//

POC/ORIGINATOR/CIV OR MIL/COMMAND/-/TEL: //

RMKS/1. FOL SUBMITTED IAW REF A:

- A. DATE/TIME/GROUP OF INITIAL OUT-OF-SERVICE MESSAGE
- B. NOMENCLATURE (REPAIRED SE END ITEM)
- C. SE PART NUMBER/SERIAL NUMBER
- D. DATE SE RETURNED TO OPERATIONAL STATUS
- E. REMARKS//