



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING  
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CORPUS CHRISTI TX 78419-5041

CNATRAINST 5200.9A  
N6  
22 Jun 2018

### CNATRA INSTRUCTION 5200.9A

Subj: CHIEF OF NAVAL AIR TRAINING COMMAND INFORMATION OFFICER  
RESPONSIBILITIES, FUNCTIONS, RELATIONSHIPS AND AUTHORITIES

- Ref: (a) DCMO Defense Business Systems Investment Management Process Guidance Memorandum, February 2017  
(b) SECNAV INSTRUCTION 5230.14 Information Technology Portfolio Management Implementation  
(c) SECNAV INSTRUCTION 5239.20A Department of Navy Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification  
(d) OMB Memorandum M-11-29 Chief Information Officer Authorities  
(e) Clinger-Cohen Act of 1996  
(f) OMB Memorandum M-15-14 Management and Oversight of Federal Information Technology  
(g) DODI 8115.02 Information Technology Portfolio Management Implementation  
(h) DODI 8310.01 Information Technology Standards in the DoD  
(i) DODD 5144.02 DoD Chief Information Officer (DoD CIO)  
(j) OMB Memorandum M-16-02 Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops  
(k) DODD 8115.01 Information Technology Portfolio Management  
(l) COMPACFLT PEARL HARBOR HI 172020ZFEB16 Information Technology Procurement Request Approval Policy (ITPR)  
(m) NAVADMIN 222/16 Information Technology Procurement Request Approval Process  
(n) COMSPAWARSSCOM SAN DIEGO CA 012023ZDEC11 Information Technology Acquisition Approval Process  
(o) CNATRAINST 5230.3B, Chief of Naval Air Training Web Site Policies, Administration, and Guidelines  
(p) CNATRAINST 5230.2C Help Desk Procedures for Technical and Application Support for Next Generation Enterprise Network  
(q) CNATRAINST 5231.4B Chief of Naval Air Training Information systems Life Cycle Management for Non-Next Generation Enterprise Network Legacy Systems  
(r) CNATRAINST 5239.3A Chief of Naval Air Training Command Cybersecurity Program

- Encl: (1) ITAP Completion Procedure  
(2) N6 Form 008\_ITAP  
(3) Web Links to References

1. Purpose. To define the relationships, roles, and responsibilities of the Chief of Naval Air Training (CNATRA) Command Information Officer (CIO), and to delegate the authorities necessary to draft and implement policy related to the management of information systems (IS) assets and resources contained in references (a) through (r). Web links to references can be found in enclosure (3).

2. Cancellation. CNATRAINST 5000.2C and CNATRAINST 5200.9

3. Applicability. This instruction applies to CNATRA, Naval Air Training Command (NATRACOM), the Navy Flight Demonstration Squadron (NFDS), referred to as Blue Angels, and contractor personnel operating a Government owned system.

4. Policy

References (a) through (r) state that the CNATRA CIO serves an important role as the principal advisor to the CNATRA Commanding Officer (CO) for issues regarding IS and alignment of IS investments to business priorities and assigned missions. The effective execution of this role requires the CNATRA CIO be charged with management oversight of the CNATRA Enterprise Computing Environment. This component of the Enterprise Computing Environment is a critical enabler of business processes that provides administrative support to the CNATRA mission. To ensure availability, access, accuracy, and agility, the CNATRA CIO must draft and implement policy designed to protect and mature the Enterprise Computing Environment, including the processes that govern the acquisition and use of Information Technology (IT) services, systems, applications, databases and the supporting network infrastructure. The CNATRA CIO promulgates policy to govern the execution of the following day-to-day functions as they relate to Enterprise Operations, Enterprise Information Assurance, and Enterprise Systems and Data Management. Reference (a) details significant changes and requirements affecting the management of IS. These changes place increased emphasis on the necessity for effective implementation and disciplined practice of IS Capital Planning, Portfolio Management(PfM), IS Procurement and Cybersecurity per references (b) and (c).

5. Action

a. Enterprise Operations

(1) The CNATRA CIO is in charge of Enterprise Operations to include Next Generation Enterprise Network (NGEN) workstations and Non-NGEN workstations, hereby referred to as Legacy workstations.

(2) Per reference (p), the CNATRA CIO establishes guidelines and procedures for the NGEN workstations, Move, Add, & Change (MAC) requests, account services, seat hardware and software requests, contract line item number (CLIN) requests for acquisition and installation and seat upgrades.

(3) Per reference (q), the CNATRA CIO establishes guidelines and procedures for all non-NGEN Legacy Systems and is responsible for ensuring compliance with the Department of the Navy (DON) IS and Lifecycle Management (LCM) Programs for all non-NGEN Legacy systems. These procedures and principles apply to all CNATRA, NATRACOM and NFDS/Blue Angels military and civilian employees (including Government contractors) and all information Technology (IT) assets within CNATRA, the NATRACOM and NFDS/Blue Angels organizations.

b. Information Assurance and Cybersecurity

(1) Per references (c) and (r), the CNATRA CIO supports implementation and maintenance of a CNATRA, NATRACOM and NFDS/Blue Angels Information Cybersecurity program.

(2) Per reference (c), the CNATRA CIO will ensure that a qualified Cyber Security workforce is established and qualifications are maintained through annual continuous learning.

(3) Provides information security for information collected and maintained by CNATRA or on behalf of the agency and for the information systems that support the operations, assets, and mission of the agency.

(4) Ensures well-designed, well-managed continuous monitoring and standardized risk assessment processes.

(5) Coordinates, develops, and implements the Department of Defense (DOD) and DON, Naval Air Systems Command (NAVAIR), Naval Education Training Command (NETC), Commander Pacific Fleet (COMPACFLT), CNATRA, NATRACOM and NFDS/Blue Angels Information Security (INFOSEC) Plan for managing mission critical data in accordance with policy and procedures.

(6) Ensures well designed contingency plans are developed and tested.

c. Life Cycle Management

(1) Acquisitions (Contractual)

(a) Per references (a) through (o), the CNATRA CIO shall be the approving authority of all CNATRA departmental acquisition programs that consist of development of new IS systems, maintenance of IS systems, applications, software and system development, databases and communication devices (hand-held radios, ELM radios, etc.) in order to ensure that contracts are following DON IS policies, standards and metrics.

(b) Collaborates with Department Assistant Chief of Staff (ACOS) and COs to develop, track capability requirements and develop transition plans.

(c) Ensures that all IS investments are properly accounted for in DON Application and Database Management System (DADMS), DOD IT Portfolio Repository – Department of the Navy (DITPR-DON), and/or Program Budget Information System – Information Technology (PBIS-IT) regardless of the developmental or operational stage, per reference (b).

(2) Capital Planning and Budgeting

(a) Conducts investment planning and analysis in support of CNATRA IS resources.

1. Approves, coordinates and manages the review of CNATRA IS contracts, programs and projects per DOD and DON requirements as directed by references (a) through (o).

2. Coordinates and ensures compliance with the Defense Business System (DBS) certification process for all CNATRA programs, per reference (a), requiring annual investment certification.

3. Conducts or directs business case analysis of IS procurements to effectively determine the feasibility, cost-benefit, and analysis of alternatives required to meet established training requirements per reference (i).

4. Directs, coordinates and manages data calls and analysis efforts in support of recurring and emergent higher echelon (i.e., DOD, DON, etc.) requests and reporting requirements.

(b) Manages CNATRA'S IS budget formulation, submission and analysis.

1. Coordinates and manages IS budget formulation, development of IS budget exhibits and responses to budget inquiries in support of the Office of Management and Budget (OMB), COMPACFLT, Commander Naval Air Forces Pacific (CNAP) and CNATRA N8.

2. Ensures end-to-end IS expenditures are aligned to a program and executed using a financial coding structure in PBIS-IT that records all program costs.

3. Ensures all new starts and modernization projects are submitted in the Program Objectives Memorandum (POM) process for endorsement and resourcing by the resource sponsor.

4. Ensures application sustainment funding is budgeted throughout the Future Year Defense Plan (FYDP) and not resourced via year-end realignments.

(c) Monitors and evaluates budget execution of CNATRA IS investments and resources.

1. Tracks, reports, and maintains the CNATRA IS budget to include development of annual spend plans and monitoring execution of funds.

2. Conducts investment program reviews of IS programs and projects to effectively evaluate and monitor the execution and programming posture of CNATRA IS systems.

3. Coordinates and manages budget processes and ensure effective allocation of available funding in support of CNATRA, NATRACOM and NFDS/Blue Angels IS priorities.

d. Configuration Management

(1) The CNATRA CIO is responsible for an established Configuration Management (CM) Process. This process is documented in the CNATRA N6 IS Configuration Management Plan and resides in the Team Foundation Server (TFS) Integrated Process Environment (IPE) Repository. The process provides for the systematic identification, evaluation, disposition and implementation of system changes to previously baselined hardware and software products. These changes impact functionality, cost, and/or schedule. The CM process facilitates structure, control and the management of change to all software, related hardware, and infrastructure components.

(2) The CNATRA CIO oversees the IS Configuration Control Board (CCB). The IS CCB Charter describes the roles of the CNATRA IS CCB in managing the changes required to keep systems current with needs and aligned with one another. The CCB was established to ensure that programmatic changes (i.e., consideration of proposed cost and schedule changes) and related technical changes to information systems are processed in a visible and traceable manner. The CCB is the forum in which (1) participants meet to discuss risk assessments, mission impacts and changes to the CNATRA IS baseline configuration, (2) responsible agents are assigned actions needed to ensure the change is implemented (3) decisions and assigned actions are recorded as they are completed. This includes providing clarification during development of decision support documentation such as system functionality assessments, analysis of alternatives and independent cost estimates. This charter shall be used to establish project oversight, control, and responsibility throughout the scope of the CNATRA IS implementation efforts.

e. IS Portfolio Management

(1) The CNATRA CIO ensures promulgation, coordination, and enforcement of policies, guidance, and supporting processes for the effective implementation of CNATRA IS PFM per references (b), (g) and (k).

(2) Coordinates the development of migration strategies for CNATRA IS systems to determine recommendations to terminate, sustain, transform or initiate programs through the CNATRA decisional process.

(3) Ensures effective management and compliance of all CNATRA IS portfolio inventories, including hardware, software applications, networks, servers, maintenance, contract support, telecommunication services (iPhones, cell phones, data cards and mobile hot spots), information communications facilities, databases, audio/visual devices and office automation capabilities required to perform the collection and distribution of data. This includes the management of CNATRA, NATRACOM and NFDS/Blue Angels application interfaces with authoritative data systems, such as the Navy's Corporate Enterprise Training Activity Resource System (CeTARS) and Joint Primary Aircraft Training System - Training Information Management System (JPATS-TIMS). This also includes applications or systems provided by commands or functional entities external to CNATRA, NATRACOM and NFDS/Blue Angels such as Naval Aviation Production Process (NAPP) Integrated Production Data Repository (NIPDR).

(4) Ensures CNATRA IS portfolio inventory information has been completely and accurately captured and registered in a CNATRA repository application.

(5) Reviews, validates and maintains CNATRA IS portfolio information and data in DON designated and authoritative portfolio repositories (e.g., DADMS, Navy Information Technology Approval System (NAV-ITAS)) to support CNATRA IS PfM.

(6) Coordinates and conducts formalized annual data repository reviews of CNATRA systems to ensure accuracy of the CNATRA IS portfolio per reference (b).

(7) Supports the review and evaluation of proposed IS applications and training support technologies and upon approval ensures capture and registration within the CNATRA IS portfolio.

(8) Supports the maintenance of IS services, including software and hardware application sustainment and/or deployment for all CNATRA, NATRACOM and NFDS/Blue Angels functional requirements acting in accordance with the COMPACFLT and NETC policies and strategies.

(9) Provides IS services, including software and hardware application sustainment and/or deployment for all CNATRA, NATRACOM and NFDS/Blue Angels functional requirements acting in accordance with the DOD, DON, COMPACFLT and NETC policies and strategies.

(10) Develops and implements CNATRA IS functions in accordance with NGEN standard architecture.

f. IS Procurement

(1) The CNATRA CIO coordinates and maintains with DOD CIO, DON CIO, CNAP and COMPACFLT, the Acquisition, Technology and Logistics (USD (AT&L)) process. This is a process for maximizing the value of, and assessing and managing the risks related to DOD IS acquisitions per reference (i). Such a process will provide a capability to track IS related procurement requests.

(a) All CNATRA, NATRACOM and NFDS/Blue Angels IS procurement requests, regardless of whether or not the funding is reported in the IS Budget, resourced with Navy Appropriated and or Non-Appropriated funds or Government Credit Cards shall require CNATRA CIO approval and an Information Technology Acquisition Paper (ITAP) request form. All ITAP requests will be processed, reviewed and approved per the following description:

(b) The ITAP request will be submitted by the local Commanding Officer (CO) or Department Assistant to Chief of Staff (ACOS) to the local CNATRA Information Technology Point of Contact (ITPOC). The ITPOC will evaluate and forward to CNATRA N621 by following the ITAP Completion Procedure in enclosure (1). The N6 Form 008\_ITAP form, enclosure (2), is located at <https://cpf.navy.deps.mil/sites/cnatra/default.aspx>. Permissions are required to access CNATRA SharePoint.

- (2) Ensures IS related procurement requests meet capabilities and mission requirements.
- (3) Ensures effective/efficient expenditure of funding to acquire IS capabilities.
- (4) Prevents duplicative investments.
- (5) Ensures IS procurements comply with statutory and regulatory requirements.
- (6) Encourages IS Procurement Planning.

g. Enterprise Architecture (EA)

(1) The CNATRA CIO develops, implements, and maintains an enterprise architecture that incorporates and integrates high-level strategic descriptions of CNATRA missions, organizations, business processes, data, application and infrastructure to meet and align with DOD, DON, COMPACFLT and CNAP Enterprise Architecture requirements.

(2) Ensures a structured approach to the development and maintenance of enterprise architecture products in CNATRA's enterprise architecture repository.

(3) Ensures that only architecturally-compliant IT applications/programs/systems will be approved for investment.

h. Enterprise System Sustainment

(1) Software Engineering provides modernization and sustainment support for existing applications, engineers new software solutions to meet the needs of the customer base, and implements security enhancements.

(2) Web Development provides development, modernization, and sustainment of CNATRA public and private facing websites.

(3) Database Management provides database administration and database software support to include the design, development, and maintenance of Training, Business Intelligence, and Collaboration system databases.

(4) Data Analysts provide analytical data capture support to programmers, analysts, system engineers, and end users in program development, testing, implementation, and operation of new, modified, or existing production systems.

i. Enterprise Support Center

(1) Operations provide hardware, software, and daily operational support along with ensuring software and hardware are compliant with the approved security baseline configuration to prevent and defend against unauthorized access to systems, networks, and data.

(2) Integration provides technical planning, design, analysis, integration, and maintenance for CNATRA systems, networks, and data management along with implementing new products, system modifications, and security enhancements relating to networks, hardware, and software provided to the customer base.

6. Direction. In order to effect a managed transition of the functions of managing CNATRA, NATRACOM and NFDS/Blue Angels IT assets, the following amplification is provided:

a. This policy is to be considered as overriding policy to current, potentially conflicting, CNATRA, NATRACOM and NFDS/Blue Angels instructions until the older policies are rewritten. Currently, Naval Network Warfare Command (NETWARCOM) have Authorizing Official (AO) responsibilities for NGEN. AO responsibilities for all systems reside with Naval Network Warfare Command (COMNAVNETWARCOM) personnel. Web administration instructions are found in reference (o).

b. COs, Special Assistants and Managing Department Heads of CNATRA, NATRACOM and NFDS/Blue Angels will adhere and ensure subordinate adherence to this policy.




7. Contact Information for CNATRA CIO: CNATRA (N6), 9035 Ocean Drive, Suite 322, Corpus Christi, TX 78419, DSN 861-3213 or Commercial (361) 961-3213.

S. B. STARKEY  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint

ITAP COMPLETION PROCEDURE

 <h2 style="margin: 0;">Procedure</h2>		
<b>Title:</b> ITAP Completion Procedure		
<b>Overview:</b>	The purpose of this procedure is to provide instruction for completing the Information Technology (IT) Acquisition Paper (ITAP) form for IT related purchases such as Software, Hardware, Consumables or Peripherals for the Chief of Naval Air Training (CNATRA) and the Naval Air Training Command (NATRACOM).	
<b>Roles and Responsibilities:</b>	<b>Role</b>	<b>Responsibility</b>
	End User/Requestor	<ul style="list-style-type: none"> <li>• Fill out Originator Information and Hardware/Software Description sections of ITAP providing justification and required information for request.</li> <li>• Sign ITAP and forward to Approving Officer.</li> </ul>
	Approving Officer	<ul style="list-style-type: none"> <li>• Review and sign ITAP.</li> <li>• Send approved ITAP to IT Point of Contact (ITPOC).</li> </ul>
	ITPOC	<ul style="list-style-type: none"> <li>• Review ITAP, complete IT Costs Table and sign ITAP.</li> <li>• Review description of request and justification for completeness and strength.</li> <li>• Provide URL for each line item.</li> <li>• Create N6 IT Purchase Request in SharePoint and attach ITAP and supporting documentation.</li> <li>• Upon receipt of item, send signed and dated packing documents to N6 IT Requirements Manager.</li> </ul>
	CNATRA N6 Director/Supervisor	Approve or disapprove N6 IT Purchase Request in SharePoint and provide comments.
CNATRA N6 IT Requirements Manager	<ul style="list-style-type: none"> <li>• Review N6 IT Purchase Request and ITAP and verify as correct.</li> <li>• Obtain market research and input ITAP information into Navy Information Technology Approval System (NAV-ITAS).</li> <li>• Complete internal ITAP.</li> <li>• Send documentation to N8 for procurement.</li> <li>• Store and maintain documentation.</li> </ul>	

Criteria:	Entry Criteria/Inputs	Exit Criteria/Outputs
	IT related purchases such as Software, Hardware, Consumables or Peripherals are required.	ITAP complete and approved.
<b>Steps to be Completed:</b>		
<b>IMPORTANT:</b> IT Purchase Requests can only be uploaded into SharePoint by CNATRA N6 Supervisors, Directors and Chief Information Officer (CIO), N621 Configuration Management and ITPOCs. Any other requests must be routed through the wing ITPOC.		
<b>Responsible:</b> Steps 1 through 4 are for the End User/Requestor		
<b>Step 1:</b> Obtain current copy of <b>N6 Form 008_ITAP.pdf</b> from <b>Team Foundation Server (TFS)</b> or <b>CNATRA SharePoint</b> and save to desktop.		
<b>Note:</b> In TFS, N6 Form 008_ITAP.pdf is located in the Integrated_Process_Environment VOB\Forms\CNATRA folder; on SharePoint the N6 Form 008_ITAP.pdf is located on the main page on the right under Quick Links (CNATRA ITAP Form) and in Shared Documents (link on left side of main page).		
<p><b>Step 2:</b> Under <b>Originator Information</b> section (Page 1), complete the following:</p> <ol style="list-style-type: none"> <li>1. <b>Wing/Command Name</b></li> <li>2. <b>Date</b></li> <li>3. <b>Building No./Department</b></li> <li>4. <b>Room/Floor</b></li> <li>5. <b>Point of Contact</b> – Name of the person that needs to be contacted for missing information or requirements. Usually the person completing the ITAP form.</li> <li>6. <b>Title/Rank</b> – Title and/or Rank of POC</li> <li>7. <b>Phone</b> – Phone number of POC</li> <li>8. <b>Email Address</b> – Email Address of POC</li> <li>9. Check <b>New Requirement</b>, <b>Break Fix</b>, or <b>Other</b> (with comments) checkbox.</li> </ol> <p><b>Note:</b> A new requirement is a request for new equipment that was not previously owned/required and a break fix is for existing equipment that is broken and requires replacement. Other will be selected for anything that the New Requirement or Break Fix criteria does not cover, comments must be provided describing the reason Other is selected.</p>		
<b>Step 3:</b> Under <b>Hardware/Software Description</b> section (Page 1), complete the following, providing as much detail as possible:		
<b>Description of Hardware or Software</b>		
<ol style="list-style-type: none"> <li>1. Description of Item</li> <li>2. Description of items purpose</li> <li>3. Workstation Name</li> <li>4. Building/Floor/Room #: (location where request needs to be completed)</li> <li>5. Quantity Needed</li> <li>6. Model and Part #</li> <li>7. URL or link for product information</li> </ol>		
<b>Note:</b> GSA Advantage or DoD FEDMALL should be used as the primary source for product information and pricing.		

<p><b>Current Support</b></p> <ol style="list-style-type: none"><li>1. Provide detailed information of current support</li><li>2. Specify reasons why current support is not sufficient</li></ol> <p><b>Justification for Procurement</b></p> <ol style="list-style-type: none"><li>1. Is this mission critical? Select <b>YES</b> or <b>NO</b> checkbox.</li><li>2. Explain mission impacts if not approved</li><li>3. How is work currently being conducted without this request</li></ol> <p><b>IMPORTANT:</b> Approval of request and procurement depends on the strength of this information; ensure that provided information is strong and detailed.</p> <p><b>Comments</b></p> <ol style="list-style-type: none"><li>1. Is this a time sensitive requirement? Select <b>YES</b> or <b>NO</b> checkbox.</li><li>2. Requested Due Date</li></ol> <p><b>Note:</b> There are specific time constraints when requesting products or services. With a regular NAV-ITAS request, approval can take approximately 6 weeks; 3 weeks for NAV-ITAS approval and 3 weeks for Navy Supply Systems Command (NAVSUP) contract. For new server requests or purchases over \$500,000, approval can take approximately 9 weeks; 3 weeks for NAV-ITAS approval, 3 weeks for Department of the Navy (DON) Chief Information Officer (CIO) and Department of Defense (DOD) CIO approval, and 3 weeks for NAVSUP contract. Take this information into account when entering a requested due date.</p> <ol style="list-style-type: none"><li>3. Shipping Information (Name, address and phone number where items should be shipped)</li><li>4. Any other pertinent information (Enter any comments that will assist with the procurement of requested items)</li></ol> <p><b>IMPORTANT:</b> ITAP will be returned if any information is missing.</p>
<p><b>Step 4:</b> Save ITAP with appropriate name, digitally sign under <b>Submitting Unit Signatures</b> and forward to Commanding Officer for review and approval.</p>
<p><b>Responsible:</b> Step 5 is for Requestor's Approving Officer. The following personnel will sign in the Approving Officer signature block of the ITAP; CNATRA HQ – ACOS of the Department, Wings and Squadrons – Wing CSO or Commodore, or Blue Angels – CO/XO.</p>
<p><b>Step 5:</b> Review ITAP and digitally sign under <b>Submitting Unit Signatures</b> and forward to command ITPOC.</p> <p><b>Note:</b> If Approving Officer is the End User/Requestor, the above signature (Step 4) will not be included, only the Approving Officer.</p>
<p><b>Responsible:</b> Steps 6 through 8 are for CNATRA ITPOCs.</p>
<p><b>Step 6: ITAP Review</b></p> <ol style="list-style-type: none"><li>1. Review ITAP.</li><li>2. Strengthen description and justification if necessary.</li><li>3. Verify URL is included and correct for each line item.</li></ol> <p><b>Note:</b> GSA Advantage or DoD FEDMALL should be used as the primary source for product information and pricing.</p> <ol style="list-style-type: none"><li>4. Complete <b>IT Costs Table</b>.</li><li>5. Digitally sign under <b>Submitting Unit Signatures</b>.</li></ol> <p><b>Note:</b> If ITPOC is the End User/Requestor, the above two signatures (Step 4 and 5) will not be included, only the ITPOC.</p>

<p><b>Step 7:</b> Create an <b>N6 IT Purchase Request</b> in <b>CNATRA SharePoint</b> and attach the <b>ITAP</b> form and any supporting documentation.</p> <p><b>Note:</b> Supporting documentation should contain a picture of the item with part/model number included. See <b>IT Purchase Input into SharePoint Procedure</b> for instructions on how to complete this.</p>
<p><b>Step 8:</b> Assign request to the appropriate approving authority.</p> <p><b>Note:</b> When a new request is input in <b>SharePoint</b>, assign to the person that will approve it, such as <b>N6 Director</b>.</p>
<p><b>Responsible:</b> Steps 9 and 10 are for the approving authority, <b>CNATRA N6 Director/Supervisor</b>.</p>
<p><b>Step 9:</b> Receive auto notification from <b>SharePoint</b> that a request is assigned.</p>
<p><b>Step 10:</b> Review <b>N6 IT Purchase Request</b> and <b>ITAP</b> form and any attachments in <b>SharePoint</b>, provide comments and <b>Approve</b> or <b>Disapprove</b> request in <b>SharePoint</b> and assign request to <b>CNATRA N6 IT Requirements Manager</b>.</p> <p><b>Note:</b> Director/Supervisor does not update <b>ITAP</b> documentation. See <b>IT Purchase Input into SharePoint Procedure</b>.</p>
<p><b>Responsible:</b> Steps 11 through 18 are for the <b>CNATRA N6 IT Requirements Manager</b>.</p>
<p><b>Step 11:</b> Receive auto notification from <b>SharePoint</b> that a request is assigned.</p>
<p><b>Step 12:</b> Review and print <b>N6 IT Purchase Request</b> and <b>ITAP</b> and include printouts in <b>N6 Procurement Package</b> binder.</p>
<p><b>IMPORTANT:</b> Market Research wording in <b>Technical Requirements</b> should state “No WIFI”, “Internal Microphones Disabled”, and “Federal keep your hard drive device”, as applicable to item.</p>
<p><b>Step 13:</b> Obtain <b>Market Research</b> for requested items contained in <b>ITAP/N6 IT Purchase Request</b>. Print market research to include in <b>N6 Procurement Package</b> binder.</p> <p><b>Note:</b> Market research is an estimated amount for a product, and may be obtained from <b>GSA Advantage</b> or outside vendors (<b>DoD FEDMALL</b>, <b>Vendor sites</b>, <b>Enterprise Service License Agreement Vendors</b>) where an email is sent directly to the vendor requesting an amount for a product or market research is obtained from one of the sites listed. Only one market research amount is required for items under \$2000, but three market research amounts must be submitted to <b>N8</b> if the dollar amount exceeds \$2,000 for construction; \$2,500 for services or \$3,500 for the micro purchase threshold. The lowest market research amount will be entered into the <b>ITPR</b> but all market research will be sent to <b>N8</b> and included in the <b>N6 Procurement Package</b> binder.</p>
<p><b>Step 14:</b> Using information from original <b>ITAP</b> from <b>ITPOC</b>, <b>N6 IT Purchase Request</b> and lowest <b>Market Research</b> amount create an <b>ITPR</b> in <b>NAV-ITAS</b> and print <b>ITPR</b> to include in <b>N6 Procurement Package</b> binder.</p> <p><b>Note:</b> See the <b>NAV-ITAS Purchase Procedure</b>. Soft copies of all <b>Internal ITAPs</b>, approved <b>ITPRs</b>, <b>Quotes</b> submitted to <b>N8</b>, <b>Supply Requests</b> and <b>Contracts</b> are saved in the shared drive (permission to access required) <b>N:\N62\N621\Budget Folder\FY## Budget</b>, in the subfolders named: <b>ITAPs</b>; <b>ITPRs</b>; <b>Quotes</b>; <b>Supply Requests</b> and/or <b>Contracts</b>. If required, <b>Statement Of Work</b>, <b>Sole Source Justification</b>, <b>Brand Name Justification</b> and/or <b>Statement of Urgency</b> are filed in the <b>ITAP</b> subfolder</p>
<p><b>Step 15:</b> Complete internal <b>ITAP</b> form using the information from the printed <b>ITPR</b>, <b>N6 IT Purchase Request</b> and <b>ITAP</b> created by <b>End User</b> in <b>Steps 1</b> through <b>3</b>:</p> <ol style="list-style-type: none"> <li>1. <b>ITAP #</b></li> <li>2. <b>LINE_NO</b> (Line Item Number)</li> <li>3. <b>NAV-ITAS #</b> (from <b>Step 14</b>)</li> </ol>

<p>4. Originator Information</p> <p>5. Hardware/Software Description</p> <p>6. Comments – Shipping information</p> <p>7. Cost information (IT Costs table)</p> <p>8. Any other information that needs to be included.</p> <p>9. Under <b>CNATRA N6 USE ONLY</b> section (Page 2) fill out the <b>IT Costs</b> table:</p> <p style="padding-left: 20px;">a. <b>Equipment, Software, Services, and/or Support Services</b> – Enter the <b>Type, Quantity and Estimated Cost</b> for each row.</p> <p style="padding-left: 20px;">b. <b>Total IT Cost, Total Costs Other Than IT, and/or Total Acquisition Costs</b> – Enter the total from <b>Estimated Costs</b> column.</p>	
<p><b>Step 16:</b> Print the ITAP form and include in the <b>N6 Procurement Package</b> binder.</p> <p><b>Note:</b> There will be two ITAPs included in the N6 Procurement Package binder. The original ITAP from the Requestor/ITPOC and the internal ITAP completed by the CNATRA N6 IT Requirements Manager. Soft copies of all Internal ITAPs, approved ITPRs, Quotes submitted to N8, Supply Requests and Contracts are saved in the shared drive (permission to access required) N:\N62\N621\Budget Folder\FY##\Budget, in the subfolders named: ITAPs; ITPRs; Quotes; Supply Requests and/or Contracts. If required, Statement Of Work, Sole Source Justification, Brand Name Justification and/or Statement of Urgency are filed in the ITAP subfolder</p>	
<p><b>Step 17:</b> Update <b>N8 Budget Spreadsheet</b> and the request in <b>SharePoint</b>, if applicable.</p> <p><b>Note:</b> N8 Budget Spreadsheet is located at S:\NACC\CNATRA HQ\N6\Comptroller\ITAP Accounting_FYXX. Permissions are required to access this folder, if permissions are required, please contact Supervisor. FYXX refers to the current Fiscal Year, for example FY16.</p>	
<p><b>Step 18:</b> When notification of NAV-ITAS approval is received, update <b>ITAP</b> with <b>Approval Date</b> and scan the <b>ITAP, Market Research</b> and <b>ITPR</b> and email to N8 for procurement.</p>	
<p><b>Prerequisites:</b></p>	<p><b>ITPOC and N6 IT Requirements Manager:</b> Access to GSA Advantage, DoD FEDMALL, TFS (optional), SharePoint and Software/Vendor sites are required.</p> <p><b>N6 IT Requirements Manager:</b> Access to GSA Advantage, DoD FEDMALL, and NAV-ITAS, TFS (optional), SharePoint and Software/Vendor sites are required.</p> <p><b>CNATRA N6 Director/Supervisor:</b> Access to SharePoint is required.</p>
<p><b>Tools and Templates:</b></p>	<ul style="list-style-type: none"> <li>• N6 Form 008_ITAP.pdf</li> <li>• N6 Form 008_ITAP_INTERNAL ONLY.doc</li> <li>• CNATRA SharePoint <a href="https://cpf.portal.navy.mil/sites/CNATRA/default.aspx">https://cpf.portal.navy.mil/sites/CNATRA/default.aspx</a></li> <li>• N6 IT Purchase Request</li> <li>• N8 Budget Spreadsheet</li> </ul> <p>S:\NACC\CNATRA HQ\N6\Comptroller\ITAP Accounting_FYXX</p> <p><b>Note:</b> FYXX refers to the current Fiscal Year, for example FY16.</p> <ul style="list-style-type: none"> <li>• NAV-ITAS <a href="https://navitas.navy.mil/Dashboard.aspx">https://navitas.navy.mil/Dashboard.aspx</a></li> <li>• GSA Advantage <a href="https://www.gsaadvantage.gov/advantage/main/start_page.do">https://www.gsaadvantage.gov/advantage/main/start_page.do</a></li> <li>• DoD FEDMALL</li> </ul>

	<a href="https://www.fedmall.mil/">https://www.fedmall.mil/</a> <ul style="list-style-type: none"><li>• NAV-ITAS ITPR</li><li>• Team Foundation Server</li></ul>
<b>Training:</b>	<ul style="list-style-type: none"><li>• On-the-Job (OTJ) Training</li><li>• NAV-ITAS Training</li></ul> <a href="https://navitas.navy.mil/Dashboard.aspx">https://navitas.navy.mil/Dashboard.aspx</a>
<b>References:</b>	<ul style="list-style-type: none"><li>• IT Purchase Input into SharePoint Procedure</li><li>• NAV-ITAS Purchase Procedure</li></ul>

N6 Form 008\_ITAP



**Information Technology Acquisition Paper**

*Use this form to request the purchase of Information Technology related equipment or software.*

**IMPORTANT: All fields MUST be answered; ITAP will not be processed with blanks. If a field is not applicable, insert N/A with the understanding that applicable information must be provided in detail in order for the request to be approved. See ITAP Help at the end of this document for assistance.**

**ORIGINATOR INFORMATION**

Wing/Command Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building No./Department: \_\_\_\_\_ Room/Floor: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Title/Rank: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

New Requirement     Break Fix     Other (provide comments)

COMMENTS: \_\_\_\_\_

**HARDWARE/ SOFTWARE DESCRIPTION**

**Description of Hardware or Software:**

1. Description of item:

2. Description of items purpose:

3. Workstation Name:

4. Building/Floor/Room #:

5. Quantity Needed:

6. Model and Part #:

N6 Form 008\_ITAP



7. URL or link for product information:

**Current Support:**

1. Provide detailed information of current support:

2. Specify reasons why current support is not sufficient:

**Justification for Procurement:** (Approval of request and procurement depends on the strength of this information; make provided information strong and detailed.)

1. Is this mission critical?  YES  NO

2. Explain mission impacts if not approved:

3. How is work currently being conducted without this request:

**Comments:**

1. Is this a time sensitive requirement?  YES  NO

2. Requested Due Date:

3. Shipping Information:

4. Any other pertinent information:

**The following personnel will sign in the Approving Officer signature block:**

- CNATRA HQ - ACOS of the Department
- Wings and Squadrons - Wing CSO or Commodore
- Blue Angels - CO/XO

SUBMITTING UNIT SIGNATURES			
End User/Requestor:		Date:	
Approving Officer		Date:	
CNATRA N6 ITPOC:		Date:	
CNATRA HQ Resources Management Director:		Date:	

CNATRA N6 USE ONLY			
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**IT Costs (USER WILL LEAVE SECTION BLANK) – CNATRA - ITPOC Action**

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

**NOTE:** After completing this form, save to your computer, then attach to an email and send to your command ITPOC.

**NOTE: Request Inside Delivery Marked For:**

**US NAVY**

**CHIEF OF NAVAL AIR TRAINING (CNATRA)**

**CNATRA N6213 IT Requirements Manager (ATTN: Jane Garrett)**

**9035 OCEAN DR., BUILDING 10, Suite 319**

**CORPUS CHRISTI, TX 78419**

**361-961-1445 DSN 861-1445**

**CNATRA N6 DIRECTOR**

**NOTE: CNATRA N6 DIRECTOR APPROVAL WILL BE COMPLETED IN NAV-ITAS**

<b>Information Technology Acquisition Paper Help</b>	
<b>USER SECTION</b>	
<b>Wing/Command Name</b>	Submitting Organization.
<b>Date</b>	Current date, the date ITAP is created and submitted to Supervisor.
<b>Building No./Department</b>	Unit name, building number and department, of POC and/or where IT will be installed or performed.
<b>Room/Floor</b>	Room/Floor location of POC and/or where IT will be installed or performed.
<b>Point of Contact</b>	Point of contact name, position title, code, telephone number, and e-mail.
<b>Title/Rank</b>	Title or Rank of individual requesting hardware or software.
<b>Phone</b>	Enter the phone number of the individual requesting hardware or software.
<b>Email</b>	Enter the email address of the individual requesting hardware or software.
<b>Description of Hardware or Software</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. Include workstation name, building, floor and room numbers and quantity needed. Include model or part numbers, description of items purpose or use, and include the URL for product information.
<b>Current Support</b>	Provide a brief but specific description of the current IT supporting these programs. Evaluate the impact of maintaining the status quo. 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). Provide detailed information of current support, and any reason why current support is not sufficient.
<b>Justification of Procurement</b>	Identify the expected tangible and intangible benefits (e.g., improvement to functional support, cost savings, cost avoidance) and give cost/benefits rationale. Detailed justification of need for the item requested. Explain why the item is Mission Critical. Explain the Mission Impact if not approved.
<b>Comments</b>	Provide any comments or pertinent information not included in the above sections. Report if it is a time sensitive requirement, include the due date or ASAP, and shipping information.
<b>Submitting Unit Signatures</b>	Must be digitally signed by the End User/Requestor, the Approving Officer, CNATRA N6 ITPOC, and CNATRA HQ Resources Management Director.
<b>CNATRA N6 ONLY</b>	
<b>IT Costs</b>	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.
<b>CNATRA ITPOC Action</b>	ITPOC will fill out this complete section. ITPOC are actively involved in the solution process.
<b>Signatures</b>	Self-explanatory. If e-mail attachment, use "original signed," and mail originals to CNATRA (N6), 9035 Ocean Dr., Suite 319, Corpus Christi, TX 78419-5041.
<b>ITAP Tracking</b>	IT Requirements Manager will file ITAP and inform the command whether the request is either approved or denied.

N6 Form 008\_ITAP 5

WEB LINKS TO REFERENCES

Note: If clicking the link does not work, try copying the link and pasting it into the web browser.

DCMO Defense Business Systems Investment Management Process Guidance Memorandum, 06 March 2015

[http://dcmo.defense.gov/Portals/47/Documents/Governance/6March2015\\_DB Simpson\\_guide.pdf](http://dcmo.defense.gov/Portals/47/Documents/Governance/6March2015_DB Simpson_guide.pdf)

SECNAV INSTRUCTION 5230.14 Information Technology Portfolio Management Implementation

[www.doncio.navy.mil/Download.aspx?AttachID=1152](http://www.doncio.navy.mil/Download.aspx?AttachID=1152)

SECNAV INSTRUCTION 5239.20A Department of Navy Cybersecurity/Information Assurance Workforce Management, Oversight, and Compliance

<https://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5239.20A.pdf>

OMB Memorandum M-11-29 Chief Information Officer Authorities

<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-29.pdf>

Clinger-Cohen Act of 1996

<http://dodcio.defense.gov/Portals/0/Documents/ciodesrefvolone.pdf>

OMB Memorandum M-15-14 Management and Oversight of Federal Information Technology

<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf>

DODI 8115.02 Information Technology Portfolio Management Implementation

<http://www.dtic.mil/whs/directives/corres/pdf/811502p.pdf>

DODI 8310.01 Information Technology Standards in the DoD

<http://www.dtic.mil/whs/directives/corres/pdf/831001p.pdf>

DODD 5144.02 DoD Chief Information Officer (DoD CIO)

<http://dtic.mil/whs/directives/corres/pdf/514402p.pdf>

OMB Memorandum M-16-02 Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops

<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-02.pdf>

DODD 8115.01 Information Technology Portfolio Management

<http://dtic.mil/whs/directives/corres/pdf/811501p.pdf>

COMPACFLT PEARL HARBOR HI 172020ZFEB16 Information Technology Procurement Request (ITPR) Approval Policy

<https://cpf.navy.deps.mil/sites/cnatra/default.aspx>

NAVADMIN 222/16 Information Technology Procurement Request Approval Process

<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16222.txt>

COMSPAWARSYSCOM SAN DIEGO CA 012023ZDEC11 Information Technology Acquisition Approval Process (ITAAP)

[http://www.public.navy.mil/spawar/Press/Documents/Other/SPAWAR\\_MSG\\_IT%20Acquisition\\_Approval\\_Process.pdf](http://www.public.navy.mil/spawar/Press/Documents/Other/SPAWAR_MSG_IT%20Acquisition_Approval_Process.pdf)

CNATRAINST 5230.3B, Chief of Naval Air Training Web Site Policies, Administration, and Guidelines

<https://www.cnatra.navy.mil/pubs-instructions.asp>

CNATRAINST 5230.2C Help Desk Procedures for Technical and Application Support for Next Generation Enterprise Network

<https://www.cnatra.navy.mil/local/docs/instructions/5230.2.pdf>

CNATRAINST 5231.4C Chief of Naval Air Training Information systems Life Cycle Management for Non-Next Generation Enterprise Network Legacy Systems

<https://www.cnatra.navy.mil/local/docs/instructions/5231.4.pdf>

CNATRAINST 5239.3A Chief of Naval Air Training Command Cybersecurity Program

<https://www.cnatra.navy.mil/local/docs/instructions/5239.3.pdf>