



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

CNATRAINST 5230.2D  
N6  
16 Aug 2018

CNATRAINST 5230.2D

From: Chief of Naval Air Training

Subj: HELP DESK PROCEDURES FOR TECHNICAL AND APPLICATION SUPPORT  
FOR NEXT GENERATION ENTERPRISE NETWORK

Ref: (a) CNATRAINST 5200.9A, Chief of Naval Air Training Command Information Officer  
Responsibilities, Functions, Relationships and Authorities  
(b) Navy Contract N00039-13-D-0013 awarded to HP Enterprise Services, June 27, 2013

Encl: (1) Contact Information for NATRACOM DCTR and ITPOCs  
(2) List of UICs  
(3) ITAP Form  
(4) ITAP Completion Procedure  
(5) Web Links to References

1. Purpose

a. To provide standard procedures and guidelines for reporting computer hardware, software, connectivity and other user technical problems to the Next Generation Enterprise Network (NGEN) Help Desk. Chief of Naval Air Training (CNATRA) Chief Information Officer (CIO) Mission, Functions and Policy are located in reference (a).

b. To establish procedures for requesting technical support and receiving problem resolution for NGEN related laptops (including network connectivity), workstations (including network connectivity), software, printers, application support, and password resets.

c. To provide additional information and establish procedures on Business Support for the following:

(1) Move, Add, & Change (MAC) requests. Contact respective Information Technology Point of Contact (ITPOC) to process and execute approved user requests. Contact information for Naval Air Training Command (NATRACOM) Deputy Contract Technical Representative (DCTR) and ITPOCs can be found in enclosure (1) and a list of Unit Identification Codes (UICs) can be found in enclosure (2).

- (2) Create and/or modify user account services.
- (3) Data seat hardware requests; uninstall, move and re-install, or change.
- (4) Contract Line Item Number (CLIN) requests for acquisition and installation.
- (5) Seat upgrades requests.

Note: Only respective ITPOCs are authorized to request these types of NGEN support.

2. Cancellation. CNATRAINST 5230.2C

3. Background

a. The purpose of the NGEN contract is to maintain a secure world-wide network that will provide data, voice, video, and support capabilities to every Sailor, Marine and Department of the Navy (DON) Civilian. The mission of NGEN is to enable the sharing of information worldwide with those who need it, when they need it, and enhance enterprise-wide work, training and quality of life for every Marine, Sailor and DON Civilian.

b. NGEN is the sole service provider for all Information Technology (IT) services within the DON. NON-NGEN services will only be approved for CNATRA and NATRACOM activity use when NGEN cannot provide required IT services. CNATRA N6 CIO is the approving authority for all NGEN and NON-NGEN services.

c. This fee-for-service contract was awarded to Hewlett Packard (HP) Enterprise Services, and is mandatory for all DON activities. HP Enterprise Services NGEN contract details are located in reference (b).

d. The Program Executive Office for Enterprise Information Systems (PEO-EIS) has established a national Help Desk for NGEN users. After a user initiates a call to resolve a problem, it may be resolved at the Help Desk level or a technician is dispatched and the issue is resolved at the user's office level. In the event the problem is not resolved to a user's satisfaction, it will be escalated with the assistance of the ITPOC and NGEN Help Desk or the local HP management team, until issue is resolved. Business Support is a fee-for-service for additional support or change to existing support, according to respective CLIN and Service Level Agreements (SLA). The ITPOC has this information and is responsible for initiating and maintaining this level of support.

4. Procedures/Actions. Use one of the following actions to contact NGEN:

- a. Call 1-866-THE-NMCI (1-866-843-6624), follow the prompts and report NGEN typical repairs desktop/laptop, network connectivity, user assistance for password resets, software application assistance, printer problems, etc.
- b. E-mail the NGEN Help Desk, ServiceDesk\_Navy@navy.mil. Be sure to include the following information: Name, Phone Number, Asset Tag Number (on the computer box, not the monitor), Workstation Name, and a complete description of problem.
- c. For Business Support identified in paragraph 1(c) above, the user fills out an Information Technology Acquisition Paper (ITAP) Form, enclosure (3), and forwards to the ITPOC. Information for completing an ITAP Form can be found in enclosures (3) and (4). The ITPOC will assist and consolidate requirement(s) with corresponding NGEN services request forms, refer to references at web links in enclosure (5). Forms are to be sent to the NATRACOM DCTR with a copy to CNATRA N621 for submission to the CNATRA CIO for approval or disapproval. The CNATRA CIO will make a business decision for the execution of the functional requirement. The user will be informed of the decision with a returned copy of the ITAP Form. A sample of Business Support forms can be found in the web links and references located in enclosure (5).

5. Policy. NGEN users may make calls for repairs and assistance to the Help Desk as shown in paragraphs 4(a), (b), and (c) above. If escalation is required users should contact their respective ITPOC. However, for Business Support in paragraph 4(c), users are to document requirement on an ITAP Form via their chain of command and forward it to the ITPOC. The ITPOC will review and sign the ITAP Form, Order Justification Form (OJF) and all pertinent documentation and place it into SharePoint for NATRACOM DCTR review. The NATRACOM DCTR will review, approve or disapprove and forward SharePoint entry to CNATRA N621 for budget review and submission. Once budget submission has been approved, N621 will assign SharePoint request to CNATRA HQ ITPOC. The CNATRA Headquarters (HQ) ITPOC will submit the OJF for approval at all levels of Commander, United States (U.S.) Pacific Fleet (COMPACFLT). Reviews at different levels are necessary as these involve fee-for-service criteria. The ITAP Form information is located in enclosures (3) and (4). If disapproved, an explanation is stated in the SharePoint repository and returned as cancelled to the Wing ITPOC.

6. Responsibility. CNATRA CIO is the official authority for NGEN for CNATRA, Naval Air Training Command (NATRACOM) and the Naval Flight Demonstration Squadron (NFDS/Blue Angels) units. All actions and documentation relative to NGEN will be channeled and coordinated through the CNATRA CIO office. Unit Commanding Officer (CO) will implement this policy and guidance within their commands.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNATRA N6 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or cancelled prior to the 5-year anniversary date, or an extension has been granted.

8. 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 SharePoint and CNATRA Website

CONTACT INFORMATION FOR NATRACOM DCTR and ITPOCs

NATRACOM DCTR: Frank Delafuente, CNATRA N61  
9035 Ocean Drive  
Building 10, Suite 325  
Corpus Christi, Texas 78419  
DSN 861-5382 or (361) 961-5382

ITPOC: TBD, serving CNATRA Headquarters  
250 Lexington Blvd., Suite 1089  
Corpus Christi, Texas 78419  
DSN 861-2456 or (361) 961-2456

ITPOC: Jessie Brown, serving TRAWING ONE Units  
101 Fuller Road, Suite 2074  
NAS Meridian, MS 39309  
DSN 637-2437 or (601) 679-2437

ITPOC: Enrique Lopez, serving TRAWING TWO Units  
614 McCain Street, Suite 216  
Kingsville, TX 78363  
DSN 876-6164 or (361) 516-6164

ITPOC: Rhonda Rombs, serving TRAWING FOUR Units  
245 5th Street Suite 211  
Corpus Christi TX, 78419  
DSN 861-5258 or (361) 961-5258

ITPOC: Dwayne Johnson, serving TRAWING FIVE Units  
7510 USS Enterprise Street  
Milton, FL 32570-6000  
DSN 868-7386 or (850) 623-7386

ITPOC: Blane Padilla, serving TRAWING SIX Units  
390 San Carlos Road  
Pensacola, FL 32508  
DSN 922-9523 or (850) 452-9523

ITSS: David Bone, serving NFDS/Blue Angels  
390 San Carlos Rd, Suite A  
Pensacola, FL 32508-5333  
(850) 736-6512

LIST OF UNIT IDENTIFICATION CODES (UICs)  
(To be used for MAC actions)

CNATRA	N63110
TRAWING ONE	N09251
TRAWING TWO	N09239
TRAWING FOUR	N52812
TRAWING FIVE	N52813
TRAWING SIX	N52814
NAVFLTDEMRON (NFDS/BLUE ANGELS)	N30929

ITAP FORM



**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 #:

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:

[Redacted area for Shipping Information]

4. Any other pertinent information:

[Redacted area for 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**

**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**

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		
<p><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.</p> <p><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>		
<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>		
<p><b>Step 3:</b> Under <b>Hardware/Software Description</b> section (Page 1), complete the following, providing as much detail as possible:</p> <p><b>Description of Hardware or Software</b></p> <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> <p><b>Note:</b> GSA Advantage or DoD FEDMALL should be used as the primary source for product information and pricing.</p>		

<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 <b>ITAP</b> 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 <b>ITAP</b> and digitally sign under <b>Submitting Unit Signatures</b> and forward to command <b>ITPOC</b>.</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 IT Purchase Input into SharePoint Procedure 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 SharePoint, assign to the person that will approve it, such as N6 Director.</p>
<p><b>Responsible:</b> Steps 9 and 10 are for the approving authority, CNATRA N6 Director/Supervisor.</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 ITAP documentation. See IT Purchase Input into SharePoint Procedure.</p>
<p><b>Responsible:</b> Steps 11 through 18 are for the CNATRA N6 IT Requirements Manager.</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 Technical Requirements 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 GSA Advantage or outside vendors (DoD FEDMALL, Vendor sites, Enterprise Service License Agreement Vendors) 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 N8 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 ITPR but all market research will be sent to N8 and included in the N6 Procurement Package 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 NAV-ITAS Purchase Procedure. 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 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. ITAP #</li><li>2. LINE_NO (Line Item Number)</li><li>3. NAV-ITAS # (from <b>Step 14</b>)</li></ol>

<p>4. Originator Information 5. Hardware/Software Description 6. Comments – Shipping information 7. Cost information (IT Costs table) 8. Any other information that needs to be included. 9. Under <b>CNATRA N6 USE ONLY</b> section (Page 2) fill out the IT Costs table: a. <b>Equipment, Software, Services, and/or Support Services</b> – Enter the <b>Type, Quantity and Estimated Cost</b> for each row. 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 <b>ITAP</b> form and include in the <b>N6 Procurement Package</b> binder. <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. <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 <b>N8</b> 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. <b>N6 IT Requirements Manager:</b> Access to GSA Advantage, DoD FEDMALL, and NAV-ITAS, TFS (optional), SharePoint and Software/Vendor sites are required. <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 S:\NACC\CNATRA HQ\N6\Comptroller\ITAP Accounting_FYXX <b>Note:</b> FYXX refers to the current Fiscal Year, for example FY16.</li> <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>



WEB LINKS TO REFERENCES

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

CNATRAINST 5200.9A, Chief of Naval Air Training Command Information Officer  
Responsibilities, Functions, Relationships and Authorities

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

N00039-13-D-0013 (June 27, 2013)

<http://archive.defense.gov/Contracts/Contract.aspx?ContractID=5074>

NGEN HOME PAGE

<http://www.public.navy.mil/spawar/PEOEIS/NEN/NGEN/Pages/default.aspx>

NGEN CLIN INDEX

<https://www.homeport.navy.mil/services/clin/>

NGEN HELPDESK CONTACT INFORMATION

<http://www.public.navy.mil/spawar/PEOEIS/Pages/ContactUs.aspx>

NGEN Services Help Desk Forms for Business Support

<https://servman/sm/ess.do>