



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

CNATRAINST 5231.3C
N6
16 Aug 2018

CNATRAINST 5231.3C

From: Chief of Naval Air Training

Subj: CNATRA INFORMATION SYSTEMS LIFE CYCLE MANAGEMENT FOR NEXT
GENERATION ENTERPRISE NETWORK SYSTEMS

Ref: (a) Public Law 113-283, Federal Information Security Modernization Act of 2014
(b) OMB Circular A-123, Management Accountability and Control
(c) OMB Circular A-130 of 8 Feb 96, Management of Federal Information Resources
(d) DOD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation)
(e) Public Law 104-106, National Defense Authorization Act of 1996, Sections D and E,
which have been renamed as the Clinger-Cohen Act of 1996
(f) CNATRAINST 5200.9A, Chief of Naval Air Training Command Information Officer
Responsibilities, Functions, Relationships and Authorities
(g) CNATRAINST 5239.3B, CNATRA Cybersecurity Program
(h) OPNAVINST 5239.1C, Information Assurance Program
(i) DODI 8510.01, Risk Management Framework for DOD Information Technology
(j) DODI 8500.01, Cybersecurity
(k) DODI 8500.2, Information Assurance Implementation
(l) NGEN Performance Work Statement, Contract with HPES; N00039-13-D-0013,
awarded June 27, 2013

Encl: (1) Web Links to References
(2) ITAP Form

1. Purpose

a. To provide policy and guidelines for the Command Information Systems (IS) Life Cycle Management (LCM) and to establish and implement the Program for the Chief of Naval Air Training (CNATRA) and Naval Air Training Command (NATRACOM) to meet the requirements of references (a) through (l) in accordance with Next Generation Enterprise Network (NGEN). A list of web links to references can be found in enclosure (1).

b. To define the organizational structure of the IS and LCM Program.

c. To issue policies and guidelines necessary for consistent and effective implementation throughout CNATRA and NATRACOM.

d. To apply basic policy and principles of computer hardware and software management as they relate to Information Management and Information Technology (IM/IT) and IS associated with or connected to the CNATRA and NATRACOM networks for NGEN.

2. Cancellation. CNATRAINST 5231.3B.

3. Background. For a short background and transition synopsis of the NGEN contract number N00039-13-D-0013, see reference (1), which was awarded by the Navy to Hewlett Packard (HP) on June 27, 2013. The 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.

4. Objective. To provide guidelines for IS requirements and LCM support under NGEN.

5. Authority. The CNATRA Command Information Officer (CIO) is responsible for ensuring compliance with the DON IS and LCM Program under NGEN. The procedures and principles presented in these guidelines apply to all CNATRA and NATRACOM military and civilian employees (including government contractors) and all IT assets within CNATRA and NATRACOM claimancy.

6. Policy

a. HP Enterprise Services (HPES) will take ownership of and maintain hardware and software to all NGEN DON workstations assigned throughout the NATRACOM to include Unclassified/Classified Mobile Phone Services, Video Teleconferencing Services, End User Computing Services, Commercial Off the Shelf (COTS) Hardware and Software Services, CLIN 23 Software and Hardware, Printing Services, Desk Side Support Services and End User Training Services. Support may or may not be under a Contract Line Item Number (CLIN) or Service Level Agreement (SLA).

b. Initial NGEN assets in terms of hardware, software and support requirements are determined for users by CNATRA CIO. Seats are allotted to users for interoperability and mission requirements.

c. User support for hardware, software, and general computer issues are provided by an Enterprise Call Center, any unresolved problems are escalated through the command Activity Contract Technical Representative (ACTR). User on-line training is provided on the internet as part of the contract, see enclosure (1).

d. SEAT/Workstation refresh process is executed by HPES, refreshing assets after four (4) years of deployment. Software upgrades are performed periodically by HPES as software releases and versions change. NGEN equipment inventory and network accreditation are executed by HPES.

e. All NGEN related documentation will flow from respective Command Officers (COs) or Department Heads, to respective Information Technology Point of Contacts (ITPOCs) who will in-turn forward to CNATRA N61 (Enterprise Operations Director) and subsequently to CNATRA CIO for final disposition and instructions. Any new IT requirement in support of NATRACOM flight training mission will be requested with an Information Technology Acquisition Paper (ITAP). The ITAP Form, enclosure (3), can also be found on CNATRA SharePoint.

f. ITAP requirements will be analyzed and matched with respective NGEN CLINs and SLAs. This is a fee-for-service and billable by HPES on a monthly basis, each new requirement will be reviewed with a determination on a case-by-case basis.

7. **Responsibility.** CNATRA CIO is the official authority for NGEN services and support for the entire NATRACOM. All actions and documentation relative to NGEN will be coordinated through the CNATRA CIO office. Unit Commanding Officers will implement this policy and guidance within their respective commands.

8. 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.

9. 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

WEB LINKS TO REFERENCES

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

Public Law 113-283, Federal Information Security Modernization Act of 2014
<https://www.congress.gov/bill/113th-congress/senate-bill/2521>

Public Law 104-106, National Defense Authorization Act of 1996
(Section D and E, renamed as Clinger-Cohen Act of 1996)
<http://www.dol.gov/ocfo/media/regs/ITMRA.pdf>

OMB Circular A-123, Management Accountability and Control
<http://www.whitehouse.gov/omb/circulars/a123/a123.html>

OMB Circular A-130 of 8 Feb 96, Management of Federal Information Resources
<http://www.whitehouse.gov/omb/circulars/a130/a130.html>

DODI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT)
http://dtic.mil/whs/directives/corres/pdf/851001_2014.pdf

DODI 8500.2, Information Assurance (IA) Implementation
<http://www.cac.mil/docs/DoDD-8500.2.pdf>

DODI 8500.01, Cybersecurity
http://dtic.mil/whs/directives/corres/pdf/850001_2014.pdf

DOD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation)
http://www.dod.mil/dodgc/defense_ethics/

OPNAVINST 5239.1C, Navy Information Assurance (IA) Program
http://fas.org/irp/doddir/navy/opnavinst/5239_1c.pdf

CNATRAINST 5200.9A, Chief of Naval Air Training Command Information Officer
Responsibilities, Functions, Relationships and Authorities
<https://www.cnatra.navy.mil/pubs-instructions.asp>

CNATRAINST 5239.3B, Chief of Naval Air Training Command Cybersecurity Program
<https://www.cnatra.navy.mil/pubs-instructions.asp>

Next Generation Enterprise Network Home Page
<http://www.public.navy.mil/spawar/peoeis/nen/ngen/pages/2013announcement.aspx>

CNATRAINST 5231.3C
16 Aug 2018

NGEN Performance Work Statement, HPES signed contract #: N00039-13-D-0013, awarded
June 27, 2013

<https://www.homeport.navy.mil/about/NGEN>

CNATRA SharePoint

<https://cpf.portal.navy.mil/sites/CNATRA/default.aspx>

Note: Permissions to access CNATRA SharePoint are required.

NMCI e-Learning

<https://www.homeport.navy.mil/training/elearning> (Instructions to create an account)

<https://nmcitraining.skillport.com/skillportfe/login.action> (e-Learning/Skillport access)

Enclosure (1)

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:	<input type="text"/>	Date:	<input type="text"/>
Building No./Department:	<input type="text"/>	Room/Floor:	<input type="text"/>
Point of Contact:	<input type="text"/>	Title/Rank:	<input type="text"/>
Phone:	<input type="text"/>	Email Address:	<input type="text"/>
<input type="checkbox"/> New Requirement <input type="checkbox"/> Break Fix <input type="checkbox"/> Other (provide comments)			
COMMENTS:	<input type="text"/>		

HARDWARE/ SOFTWARE DESCRIPTION	
Description of Hardware or Software:	
1. Description of item:	<input type="text"/>
2. Description of items purpose:	<input type="text"/>
3. Workstation Name:	<input type="text"/>
4. Building/Floor/Room #:	<input type="text"/>
5. Quantity Needed:	<input type="text"/>
6. Model and Part #:	<input type="text"/>

7. URL or link for product information: [Redacted]

Current Support:

1. Provide detailed information of current support:

[Redacted]

2. Specify reasons why current support is not sufficient:

[Redacted]

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:

[Redacted]

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

[Redacted]

Comments:

1. Is this a time sensitive requirement? YES NO

2. Requested Due Date:

[Redacted]





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