



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

CNATRAINST 5231.4D  
N6  
16 Aug 2018

CNATRAINST 5231.4D

From: Chief of Naval Air Training

Subj: CHIEF OF NAVAL AIR TRAINING INFORMATION SYSTEMS LIFE CYCLE  
MANAGEMENT FOR NON-NEXT GENERATION ENTERPRISE NETWORK  
LEGACY SYSTEMS

Ref: (a) OMB Circular A-123, Management Accountability and Control  
(b) OMB Circular A-130 of 8 Feb 96, Management of Federal Information Resources  
(c) DOD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation)  
(d) 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  
(e) CNATRAINST 5200.9A, Chief of Naval Air Training Command Information Officer  
Responsibilities, Functions, Relationships and Authorities  
(f) CNATRAINST 5239.3B, CNATRA Cybersecurity Program  
(g) OPNAVINST 5239.1C, Navy Information Assurance Program  
(h) DODI 8510.01, Risk Management Framework for DOD IT  
(i) DODI 8500.01, Cybersecurity  
(j) MSGID 241400Z MAR17 Information Technology Procurement Request Approval

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 Chief of Naval Air Training (CNATRA) and Naval Air Training Command (NATRACOM) to meet the requirements of references (a) through (j) for non-Next Generation Enterprise Network (NGEN) Legacy systems. Links to references can be found in enclosure (1).

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

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 IS associated with and connected to CNATRA and NATRACOM Networks for non-NGEN Legacy systems.

2. Cancellation. CNATRAINST 5231.4C

3. Background. Some mission and business essential systems cannot be converted to NGEN. These Legacy systems will continue to be operational either within a quarantine type of Community of Interest (COI) environment within NGEN or Legacy network environment, until phased out by management review or merged into newer applications that will be compliant with NGEN standards.

4. Objective. To provide policy and guidelines for IS requirements and LCM support for Legacy systems by meeting the requirements of references (a) through (j).

5. Authority. The CNATRA N6 Command Information Officer (CIO) is responsible for ensuring compliance with the Department of the Navy (DON) IS and LCM Programs for non-NGEN Legacy systems. The procedures and principles presented in these guidelines apply to all CNATRA and NATRACOM military and civilian employees (including government contractors) and all Information Technology (IT) assets within CNATRA and NATRACOM claimancy.

6. Policy

a. Legacy systems may only be used for tasks that cannot be completed on NGEN systems.

b. Contractor systems used in support of CNATRA and NATRACOM must be approved by the CNATRA N6 CIO.

c. Legacy system requests must be reviewed and authorized by the CNATRA N6 CIO, on a case-by-case basis with respective Commanding Officers (CO's) or Department Heads.

d. Local Legacy user support is provided by the local IT Point of Contact (ITPOC) for hardware and software issues. Support issue requests should be submitted to the CNATRA Helpdesk, [cnatra.servicedesk.fct@navy.mil](mailto:cnatra.servicedesk.fct@navy.mil).

e. Legacy hardware refresh (upgrades) are executed by CNATRA N6 personnel, as required and approved by the CNATRA N6 CIO. Legacy software refresh (upgrades) are executed by CNATRA N6 local personnel upon DON Application Database Management System (DADMS) approval.

f. All Legacy equipment and software applications, regardless if they are Commercial off the Shelf (COTS) or Government off the Shelf (GOTS), must have an Authority to Operate (ATO) or an Interim Authority to Operate (IATO) issued by Fleet Cyber Command in order to operate. The Navy Authorizing Official (NAO) is the Approval Authority for system accreditation and the ATO. All software applications must also have a DADMS approval status before purchase or deployment.

g. Per reference (j), all IT procurements will use the Navy Information Technology Approval system (NAV-ITAS) to submit an IT purchase request. Legacy related requests will flow from Program Managers/Stakeholders, to respective CO's or Department Heads, to respective ITPOCs, then to CNATRA CIO. All requests for IT updates, upgrades or new purchase requests that are required by users in terms of mission requirements for hardware, software, data, radio, video equipment and services support will be requested with an Information Technology Acquisition Paper (ITAP) thru the local chain of command to the local ITPOC, where it is entered into SharePoint. The ITAP request is then received and reviewed by the N6 Enterprise Operations Director and then sent to the CNATRA CIO for review and approval or disapproval. The ITAP form can be found on CNATRA SharePoint and a copy is included in enclosure (2). A definition of IT items can be found in reference (j).

h. Requirements will be analyzed and matched with respective CNATRA and NATRACOM missions and reviewed on a case- by-case basis.

7. Responsibility. The CNATRA CIO is the official authority for Legacy systems for CNATRA and NATRACOM units. All actions and documentations relative to Legacy systems will be channeled and coordinated through the CNATRA CIO office. CO's will implement this policy and guidance within their 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.

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>

DOD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation)  
[http://www.dod.mil/dodge/defense\\_ethics/](http://www.dod.mil/dodge/defense_ethics/)

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>

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 5239.3A, CNATRA Cybersecurity Program  
<https://www.cnatra.navy.mil/pubs-instructions.asp>

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

DODI 8510.01, Risk Management Framework for DOD IT  
[http://dtic.mil/whs/directives/corres/pdf/851001\\_2014.pdf](http://dtic.mil/whs/directives/corres/pdf/851001_2014.pdf)

DODI 8500.01, Cybersecurity  
[http://dtic.mil/whs/directives/corres/pdf/850001\\_2014.pdf](http://dtic.mil/whs/directives/corres/pdf/850001_2014.pdf)

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

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

Note: Permissions to access CNATRA SharePoint are required.  
MSGID 241400Z MAR17 Information Technology Procurement Request (ITPR) Approval  
<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16021.txt>

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:

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
<b>EQUIPMENT:</b>			
<b>SOFTWARE:</b>			
<b>SERVICES:</b>			
<b>SUPPORT SERVICES:</b>			
<b>TOTAL IT COSTS:</b>			
<b>TOTAL COSTS OTHER THAN IT:</b>			
<b>TOTAL ACQUISITION COSTS:</b>			

**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**