



# DEPARTMENT OF THE NAVY

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

CNATRAINST 8011.1  
N42

14 MAR 1996

## CNATRA INSTRUCTION 8011.1

From: Chief of Naval Air Training

Subj: CNATRA ORDNANCE MANAGEMENT GUIDANCE

Ref: (a) NAVSEAINST 8370.2  
(b) NAVSEAINST 8370.1A  
(c) SPCCINST 8010.12D  
(d) NAVORDCENINST 8010.2  
(e) CNETINST 8011.1  
(f) NAVSUP Publication 409 (Rev. 10/85)  
(g) CNETINST 4614.1K  
(h) NAVSUP Publication 437  
(i) CNATRAINST 4790.29  
(j) CNETINST 8020.1B  
(k) CNETINST 3574.1A  
(l) NAVFAC MILHDBK 1027/3B  
(m) NAVSEA Ordnance Pamphlet 5, VOL 1, Sixth Revision  
(n) OPNAVINST 3591.1C

Encl: (1) Format for requesting NCEA Changes  
(2) Naval Security Force Ammunition Requirements/Weapons Allowance  
Format  
(3) Mid-year Format

1. Purpose. To provide policy and guidance on Chief of Naval Air Training (CNATRA) ordnance/weapons management program for all Naval Air Training Command (NATRACOM) activities that use ordnance (live and inert) and weapons to support curriculum training and base operations.

2. Cancellation. CNATRA ltr 4790 Ser N4213/02929 of 11 Jan 95.

### 3. Guidance

a. References (a) through (n) publish the regulations and procedures for all CNATRA activities that have a Non-Combat Expenditure Requirement (NCER)/ Non-Combat Expenditure Allocation (NCEA) and a Small Arms, Weapons, and Individual Combat Equipment Allowance List. CNATRA activities are responsible for the physical security of ordnance/weapons, safety of personnel during all training, qualifications, transportation, storage, and base operations involving ordnance/weapons.

4. Scope. This instruction is applicable to all personnel of CNATRA activities (military and civilian) whose duties include evolutions or tasks involving ordnance/weapons. The general term "Ordnance" includes small arms ammunition, explosives, pyrotechnics, incendiary devices, and any item with a Navy Ammunition Logistics Code (NALC), whether live or inert.

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5. Action

a. CNATRA shall:

(1) Provide policy and guidance for the Ordnance/Weapons Management Program throughout the CNATRA claimancy.

(2) Provide ordnance/weapons NCER/NCEA to activities having established specific requirements in support of curriculum training, qualifications, and base operations.

(3) Review, evaluate, and monitor the Ordnance/Weapons Management Program of the activities using the CNATRA Computerized Self Evaluation Checklist (CSEC) Program.

b. Activities' Explosive Safety Officer shall establish Ordnance/Weapons quarterly inspections schedule using the CNATRA CSEC program. Forward copy of scheduled quarterly inspections and completed inspections to CNATRA (N4213).

c. Armory/Weapons Officer

(1) Review activities' NCER submitted on Chief of Naval Education and Training's (CNET's) Requirements for Ammunition program (RAMMO) for accuracy and complete justification.

(2) Ensure activities, after an expenditure of munitions, submit Ammunition Transaction Reports (ATRs), as required by reference (c), with information copies to CNATRA (N4213) and CNET (N41).

(3) Complete and forward the CNET RAMMO program to CNATRA (N4213) for any NCER changes during the fiscal year (FY).

(4) Requisition ammunition using the format contained in references (c) and (d).

(5) Shall not use any ordnance unless it is part of the annual NCEA or is on the approved base service allowance. New items needed or acquired by activities must be added to the NCEA using the format in enclosure (1).

6. The following applies to the current FY NCEA:

a. CNATRA activities are provided an annual NCEA via separate correspondence. The quantities shown are authorized to be expended; however, the **amount** may not be exceeded. Having ammunition in inventory does **NOT** mean it can be expended without prior approval.

b. Ammunition issue and condition codes:

(1) As logistically feasible, users are to maximize use of the oldest manufactured and/or obsolete substitute items so that the older inventory may be purged and newer items procured. This is in accordance with the Chief of Naval Operations' (CNO's) First In/First Out (FIFO) policy. This policy should be used for both service allowance and NCEA **ammunition**.

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(2) The Naval Ordnance Center (NAVORDCEN) Individual Material Support Manager (IMSD) Inventory Manager supports the FIFO policy with NALCs in condition codes "B" and "C". These have been certified to meet safety criteria by the Naval Surface Warfare Center Division (NAVSURFWARCENDIV) Crane.

c. Carry over of the previous FY unexpended allocation into the current FY is not authorized.

7. Naval Security Forces (NSF). CNATRA activities with an assigned NSF are responsible for the following:

a. The Security Officer and Ammunition Manager complete enclosure (2) and submit to CNATRA (N4213) by 30 June each year.

b. Whenever NSF/Auxiliary Security Force (ASF) personnel and weapons increase or decrease during the year resubmit enclosure (2).

c. The only weapons authorized for NSF/ASF are the .45 caliber pistol, M-9 (9MM) pistol, the 12 gauge shotgun, and for designated activities, the M-14 rifle. (NOTE: The .45 caliber pistol is only authorized for activities that have not been allocated the M-9 (9MM) pistol. Phase-out of the .45 caliber pistol is expected to be complete by FY-98.)

d. The command's NSF service allowance for ammunition is based on weapons allocation and supported by the activities' submission of enclosure (2). This ammunition allowance is for contingency operations only, but still requires FIFO inventory control. Changes to the ammunition service allowance must be submitted to NAVORDCEN (N41) via the chain of command and NAVSURFWARCENDIV (PM4), Crane. **CAUTION:** This allowance is **CONFIDENTIAL** and all correspondence must be stamped and handled as such.

8. Mid-year Review. Mid-year review of expenditures verses allocations is required to be submitted to CNATRA (N4213), using enclosure (3) via command letter by 15 February of the FY. Mid-year review should identify NALC quantities not expended because of lost opportunities, range availability, weather conditions, student load decreases. Identifying these quantities will not effect quantities needed for the remainder of the fiscal year, but will be a positive effect in that the unexpended ordnance can be reallocated elsewhere within CNATRA, CNET or identified to OP-411 for satisfying immediate needs of other Navy activities. Additionally, more accurate forecast of production quantities can be made. Negative responses are required.

9. NCER

a. Submit your 5 FY out years NCER to CNATRA (N4213) by 30 June of the current FY using the RAMMO program.

b. The NCER must be supported by criteria requirements such as average student loads, number of classes per year, number of NSF personnel, etcetera. Only submit justification and quantities for items that need to be decreased in relation to your current NCER using the RAMMO program. The remaining items will be assumed to be a valid requirement for 5 out years unless noted in the RAMMO program.

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c. Activities shall submit quarterly expenditure reports (due 5 January, 5 April, 5 July and 5 October) to CNATRA (N4213) via letter in the following format.

NALC	NOMEN	FY-95 ALLOWANCE	QUARTERLY EXPENDITURE	FY-94 EXPENDITURE
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10. Requisitions

MILSTRIP priority

a. All requisitions must contain a MILSTRIP priority and a Required Delivery Date (RDD). The RDD must be appropriate for the priority designation to ensure adequate lead time for processing and delivery.

b. The appropriate priority designator can be determined by combining the assigned Force/Activity Designator (F/AD) and the corresponding Urgency of the Need Designator (UND), as found in references (f) and (g).

c. With proper planning, priority 15 should be the highest priority needed to ensure assets are received in time. If higher priority than 15 is needed, approval must be obtained from CNATRA (N4213).

11. Reports

a. Paragraphs 5c(3) and 9(b), Outyear Non-Combat Expenditure Requirements - Report Control Symbol (RCS) CNET 8011-4.

b. Paragraph 7a, Naval Security Force/Auxiliary Security Force Ammunition Requirements/Weapons Allowance - RCS CNET 8011-2.

c. Paragraph 8, Non-Combat Expenditure Allocation Mid-year Review - RCS 8011-3.

  
W. H. ROBERSON  
Chief of Staff

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**FORMAT FOR REQUESTING NCEA CHANGES**  
(Letter OR Message)

From: (Functional Commander or Direct Reporter)  
To: Chief of Naval Air Training (N4213)

Subj: FY XX NON-COMBAT EXPENDITURE ALLOCATION (NCEA) CHANGE REQUEST

Ref: (a) CNATRA (NCEA Message of FY)

1. Request reference (a) be modified as follows:

<u>NALC</u>	<u>DESCRIPTION</u>	<u>ALLOCATION</u>	
		<u>CURRENT</u>	<u>REVISED</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. Justification: Must be strong and supportable. Examples:

a. CIN XXX XXX class load increase to \_\_\_\_\_.

b. Increase in Auxiliary Security Force (ASF) from 100 to 120 Personnel because of adding one new post for base defense.

3. Estimated time approval required: \_\_\_\_\_ quarter of FY\_\_\_\_\_.

4. Activity point of contact is \_\_\_\_\_ Code \_\_\_\_\_ DSN \_\_\_\_\_.

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**NAVAL SECURITY FORCE (NSF)/AUXILIARY SECURITY FORCE (ASF)  
AMMUNITION REQUIREMENTS/WEAPONS ALLOWANCE FORMAT**

1. COMMAND: \_\_\_\_\_ UI C: \_\_\_\_\_

2. NAVAL SECURITY FORCE PERSONNEL:

A. MILITARY BILLET \_\_\_\_\_ ONBOARD \_\_\_\_\_

B. DOD BILLET \_\_\_\_\_ ONBOARD \_\_\_\_\_

3. AUXILIARY SECURITY FORCE:

MILITARY BILLET \_\_\_\_\_ ONBOARD \_\_\_\_\_

4. NSF/ASF WEAPONS ALLOWANCE:

	<u>WEAPON</u>	<u>NSF</u>	<u>ASF</u>	<u>TOTAL REQUI RED</u>	<u>ALLOWANCE</u>
A.	.45 CAL PISTOL	_____	_____	_____	_____
B.	9MM (M9) PISTOL	_____	_____	_____	_____
C.	12 GAUGE SHOTGUN	_____	_____	_____	_____
D.	M-14 RIFLE (IF AUTHORIZED)	_____	_____	_____	_____

- NOTES: (1) One pistol for each NSF billet  
 (2) One pistol for 50% of ASF billets  
 (3) The .45 caliber pistol is only authorized for activities that have NOT been allocated the 9MM (M-9) pistol.  
 (4) Shotguns for 20% of the combine NSF/ASF billets

5. ANNUAL NSF/ASF AMMUNITION ALLOWANCE

- A. .45 Caliber Pistol  
 277 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year  
 306 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year
- B. 9MM (M9) Pistol  
 277 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year  
 306 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year
- C. 12 Gauge Shotgun  
 40 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year  
 54 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year
- D. M-14 Rifle (authorized commands only)  
 106 rds/NSF Billet X \_\_\_\_\_ NSF Billets = \_\_\_\_\_ rds/year

6. POINT OF CONTACT      RANK/RATE      CODE      DSN  
 \_\_\_\_\_

7. DATE: \_\_\_\_\_

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**MID-YEAR REVIEW FORMAT  
FOR  
NON-COMBAT EXPENDITURE ALLOCATION (NCEA)**  
(SAMPLE: Use as an enclosure with cover letter)

Date: \_\_\_\_\_

From: \_\_\_\_\_

Subj: FY-\_\_\_\_ NCEA MID-YEAR REVIEW

1. The following is submitted in accordance with references ( ):

<u>NALC</u>	<u>NOMENCLATURE</u>	<u>CURRENT NCEA</u>	<u>INCREASE/ DECREASE</u>	<u>REVISED NCEA</u>	<u>REASON CODE</u>
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(ONE LINE PER NALC USE AS MANY LINES AS NEEDED)

_____	_____	_____	_____	_____	*
2. Point of contact		Rank/Rate	Code	DSN	
_____		_____	_____	_____	

\* REASON CODES:

- A - Lost opportunity
- B - Range non-availability
- C - Weather conditions
- D - Schedule/Training plan change
- E - Insufficient allocation
- F - NALC item not required
- G - Other (explain)