



DEPARTMENT OF THE NAVY

**CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220**

Canc: Jan 03

CNETSTAFFNOTE 4200

OS3

FEB 06 2002

CNET STAFF NOTICE 4200

From: Chief of Naval Education and Training

To: Staff, Chief of Naval Education and Training

Subj: PILOT AND TEST OF THE CNET CONTRACT FUNDS TRACKING SYSTEM
(CCFTS)

1. Purpose. To initiate pilot testing of CCFTS to improve management oversight of contracted services.

2. Background

a. The CCFTS is an electronic paperless process for approving, funding, and tracking contracted services. CCFTS will also provide a database and reports to assist managers in identifying best practices, eliminating duplication of requirements, and tracking contract actions to completion.

b. The increased reliance on service contracts to accomplish the mission dictates a need for efficient and effective processes to ensure the Navy is getting the support it is paying for in the most efficient and effective means. CCFTS is a low-cost, user-friendly database system that is designed for data collection and management information and reporting.

c. This notice announces the initiation of a pilot to test CCFTS in select divisions on the staff prior to implementation. The CCFTS pilot began with SHOP, OTE, CIO and TR on 31 January 2002 and will continue to 1 May 2002. All requirements for contracted services within the above mentioned divisions shall be initiated through the CCFTS. Beginning 1 March 2002, CCFTS will be expanded to the entire staff and will continue indefinitely. The final phase will address expansion to CNET activities.

d. For purposes of this notice and pilot, contracted services are defined as the support services performing tasks funded from the CNET Centrally Managed Account when any part of the work is performed in and directly funded by CNET headquarters. The various contracting vehicles include Federal Supply

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Schedules, delivery order type contracts that provide for the issuance of task orders, Blanket Purchase Agreements, and calls made against such agreements.

e. CIO is working to ensure CCFTS transition and compatibility to the Navy/Marine Corps Intranet (NMCI) and DoD Standard Procurement System are adequately planned.

3. Procedures. The contracting process for required services will start with the respective divisional points of contact that have been trained to access the CCFTS. They will input the required data that describes the requirement and includes the statement of work. Notification of a system input will occur simultaneously in OS3 and OS8 who will prepare and electronically distribute the funding document. Contract information will be loaded into the CCFTS by OS3 after the contract/order is made.

4. Assistance and Points of Contact. An on-line user's manual is available in the CCFTS program. OS32 will coordinate training for new users. Refer questions concerning technical problems to the CCFTS Program Manager, Carol Pepper (CIO13), 2-9067. Refer questions concerning the schedule for CCFTS implementation, training, or operations to Ron Hillis (OS32), 2-4193.


D. W. NELMS
Chief of Staff