DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
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CNETINST 10170.2F
OS41
20 Mar 2000

CNET INSTRUCTION 10170.2F

Subj: CENTRALIZED TRAINING EQUIPMENT MANAGEMENT (CENTRA) AUTOMATED DATA PROCESSING (ADP) SYSTEM

Ref: (a) OPNAVINST 10170.2
(b) CNETINST 1543.4C
(c) CNETINST 5231.1B
(d) CNETINST 4700.1B

Encl: (1) Definitions
(2) TTE Overhaul Request Procedures
(3) Training Device Utilization Reporting Data Elements
(4) CENTRA Web Page Access Procedures

1. Purpose. To establish policy and procedures for the control and operation of the CENTRA ADP system. This instruction has been extensively revised and should be read in its entirety.

2. Cancellation. CNETINST 10170.2E and CNETINST 10170.4A.

3. Background. CENTRA provides automated storage and retrieval of information concerning the planning, inventory control, allowance approval, distribution, course utilization, and support of Training Equipment (TE). TE requirements, delivery status, inventory and support costs, and training equipment utilization are essential factors in the management of training support. TE consists of Technical Training Equipment (TTE), Training Unique Equipment (TUE), and Training Devices (TD). Reference (a) establishes the requirement to collect and maintain utilization data on specified TD and TUE under the custody of Navy and Marine Corps training activities. Reference (b) issues procedures for submission of TTE delivery and support requirements and identifies CENTRA as the common TTE managerial ADP system within the Naval Education and Training Command (NAVEDTRACOM). The CENTRA ADP system will provide data to other ADP management files. Specifically the CENTRA ADP system will contain:

a. TE inventory data for each training activity.

b. TTE overhaul requirement data for each training activity.

c. Training Device Utilization Reporting System (TRNDURS) data.

d. Depot Level Repair (DLR) cost data.

e. Contractor Operation and Maintenance of Simulators (COMS) cost and planning data.

4. Scope. This instruction applies to the TE of all warfare areas delivered for use in the NAVEDTRACOM except that TE used by activities reporting to the Chief Naval Air Training (CNATRA).

5. Policy. CENTRA is employed to support management of the NAVEDTRACOM training equipment program as authorized by the Chief of Naval Education and Training (CNET). The Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC) will prescribe system data storage, retrieval, and processing. System operation and procedures will be standardized, and functional applications by the users will be uniform insofar as possible. System data will be provided by training activities, NETPDTC, and Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYSDIV).

6. Definitions. Definitions of selected terms are provided in enclosure (1).

7. Responsibility and Action

a. System Sponsor, CNET (OS41)

(1) Provide functional policy, general guidance and direction, resolve issues when required, and review CENTRA management, implementation, and operating policies.

(2) Provide management direction and system oversight to assure compliance with reference (a).

b. System Manager

(1) NETPDTC (N62)

(a) Manage and operate the CENTRA system in consonance with the policy established by CNET (OS41) and reference (c). Guidance is also provided in reference (a).

(b) Develop and maintain CENTRA software applications as needed to support the management of TE.

(c) Provide on-line access to the CENTRA system for all NAVEDTRACOM activities and other users as directed by CNET. This includes assisting in developing communication procedures for data transfer between the individual activity and the CENTRA server located at NETPDTC. Develop user access procedures for the CENTRA system that are user friendly and menu driven.

(d) Establish standardized procedures; develop, publish, and issue an on-line CENTRA Users Manual. Provide User Manual updates as required.

(e) Develop user reports as requested.

(f) Manage the system security. Coordinate user access requirements with the System Sponsor. Assign Username and Password to authorized users.

(g) Control the CENTRA ADP system configuration.

(h) Coordinate funding requirements and allocations for the development and operation of CENTRA.

(i) Coordinate timely update of data for TRNDURS, COMS, and DLR as identified in this instruction.

(j) Ensure TRNDURS data is available for reports via on-line access by designated CENTRA users. If TRNDURS data is required by other than current CENTRA users, provide software and connectivity assistance as needed. Additionally, provide special reports from TRNDURS data as required by CNET.

(2) NETPDTC (N8613). Provide DLR cost data weekly, in electronic format, to the CENTRA data system.

c. Training Activities

(1) Maintain accuracy and currency of the CENTRA Master Equipment File (MEF) database (for own activity only) through on-line system update procedures issued by NETPDTC.

(2) Provide computing equipment and communication facilities necessary to interface with the CENTRA system.

(3) Designate representative(s) to administer and exercise the CENTRA MEF system as follows:

(a) A single point of contact (POC) will be designated by each training activity to administer/coordinate the management responsibilities for the CENTRA MEF system. This POC designation will be entered on-line in the CENTRA MEF POC file and changed by the activity whenever appropriate.

(b) Designate activity user(s) responsible for exercising access to and updating the CENTRA MEF database. More than one user may be desired at an activity (i.e., each department, building, etc.) to ensure accuracy of the database. User(s) will be designated by direct on-line entry into the CENTRA MEF POC file database and revised whenever the assignment changes within the activity.

(4) Surface training activities will request overhaul of TTE via the CENTRA system. This will normally be done annually. The procedure is contained in enclosure (2) and in the tutorial for the CENTRA system.

(5) TRNDURS data will be submitted for all equipment coded "C" in the TYP MNT column of the CENTRA MEF system. The data elements that must be reported are defined in enclosure (3). This utilization data will:

(a) Be submitted to NETPDTC within 10 calendar days after the end of the reporting period (currently monthly).

(b) Be verified for accuracy if the COMS contractor submits the data.

(6) Requests for DLR of equipment components will contain the Equipment Identification Code (EIC) for the parent equipment in the CENTRA MEF system. If there is an internal discrepancy concerning the EIC, the activity may change the EIC in their CENTRA MEF database. This data is used to track DLR cost to equipment and courses.

(7) Interface with NETPDTC (N624) to resolve any operational problems and provide feedback that may enhance the CENTRA system or simplify procedures.

d. NAVAIRWARCEN TRASYSDIV. The quarterly COMS reports agreed to in reference (d) will be provided, in electronic format, to NETPDTC (N624).

e. CNET Logistics Support Managers (East Coast and West Coast) will:

(1) Provide oversight management of the functions assigned to activities under their cognizance.

(2) Establish priorities for overhaul of TTE belonging to activities under their cognizance.

8. Procedures. The CENTRA system is an interactive on-line system that allows information exchange and certain actions to be performed without resorting to paper procedures. Detailed system operating procedures and data element descriptions are accessible from the Internet on the CENTRA Web page under "Documentation." Procedures to access this Web page are provided in enclosure (4). A tutorial is also available from this Web page. This tutorial is provided to assure continuity of update procedures when turnover of personnel assignment occurs.

9. Reports. Report Control Symbol OPNAV 10170-2 has been assigned to the reporting requirement contained in paragraph 7.

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Vice CNET

Distribution (CNETINST 5218.2D):
Lists I (5, 6, 11-15, 17-20, 22-29, 32, 34, 36, 38, 39, 42, 43), V (25)

DEFINITIONS

1. Technical Training Equipment (TTE). Investment cost end items of operational equipment, devoted to the training and instruction of naval personnel, for which project managers or Systems Commands (SYSCOMs) have the responsibility for the design, development, modernization, or selection for service or special use.

2. Training Device (TD). Hardware and software designed or modified exclusively for training purposes involving, to some degree, simulation or stimulation in its construction or operation, so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment. Normally refers to Cog 2"O" inventory-managed equipment.

3. Training Unique Equipment (TUE). Primarily commercial off-the-shelf equipment that is used for training purposes. May involve some features (simulation or stimulation) similar to a TD but is not Cog 2"O"-managed equipment.

4. Contractor Operation and Maintenance of Simulators (COMS). Support of TD, TUE, and TTE (if applicable) by a contractor that is intended to provide usable equipment operation time to the training activity without expenditure of major Navy manhours.

5. Training Device Utilization Reporting System (TRNDURS). An electronic media reporting and collection system that was developed as one method of meeting the OPNAV TD Utilization Reporting requirement. Operation of this system is managed by NETPDTC.

6. Training Support Agent (TSA). An office, command, or headquarters responsible for supporting the training agent by providing material and other forms of support within the cognizance of the office, command, or headquarters involved (e.g., SYSCOMs; Commander, Naval Air Reserve Force; Commander, Naval Surface Reserve Force).

TTE OVERHAUL REQUEST PROCEDURES

This procedure applies to overhaul of surface TTE only. Prior to submitting the overhaul requirements to the Systems Commands, CNET will query the CENTRA MEF database for a list of all equipment that is projected to require overhaul. The activities will be asked to electronically verify/modify the TTE that is listed as needing overhaul and assign overhaul priorities. For this system to operate without paperwork the following steps must be performed:

1. The anticipated date (FY) that TTE will need to be overhauled must be supplied to the MEF database. To accomplish this, select OVERHAUL MODULE from the CENTRA main menu. Then select TTE OVERHAUL MAINTENANCE. A listing of all TTE your activity has designated as overhaul candidates will appear. The column labeled PROJ FY will be completed automatically if a date of last overhaul and the periodicity are entered. The activity has the capability to override the PROJ FY (if one has been assigned) with the FY that the activity feels the equipment will need to be overhauled by entering a date in the REQD FY column. For budgeting purposes, project overhaul requirements through at least 6 years.

2. Selecting OVERHAUL MODULE and then TTE OVERHAUL PRIORI-TIZATION PLAN allows the activity to view the requirements as projected by FY for individual Resource Sponsors and TSA's. Activities will be tasked to review/verify the TTE requiring overhaul during the budget execution year, add or subtract TTE, assign priorities, and complete a justification screen. Paper requests for overhaul and subsequent justifications will not be accepted.

3. The TSA responsible for the TTE is indicated in the MEF database and may be accessed individually on the Prioritization Screen. The priorities must be identified by TSA, i.e., SPAWAR, NAVSEA, etc.

4. TTE that was not overhauled due to insufficient funds will automatically appear on the following year for reverification and resubmission if appropriate.

TRAINING DEVICE UTILIZATION REPORTING DATA ELEMENTS

TD/TUE Utilization Reporting shall provide the following data elements. TRNDURS, an element of CENTRA, is approved to provide these data elements. CENTRA is an on-line data system that allows utilization reporting via electronic methods. Some of the data elements will be provided automatically on the TRNDURS screen. The data elements listed here may be used to calculate other reporting elements required by reference (a).

1. Report Period. Provide the ending date of the period covered by the report using a YYYYMM numerical format. Activities using TRNDURS as a reporting vehicle must provide the data to NETPDTC no later than 10 days after the end of the reporting period.

2. Device Designator. Provide the Cog 2"O" alphanumeric TD designator assigned (example: TD14E35C) but limit the field to 12 characters. The first character must be numeric; exclude any initial character in the TD designator. Non-Cog 2"O" training devices should begin with "99Z" and describe the trainer (example: 99ZDWOL (Note: This is a Defensive Weapons Ordnance Lab.)). Again, the field must be limited to 12 characters.

3. Serial Number. Provide the alphanumeric serial number assigned to the equipment; limit field to six characters.

4. Device Nomenclature. Provide the noun name of the training equipment identified in the report limited to a 32-character alphanumeric field (example: RADAR LAND MASS SIMULATOR).

5. Activity Name. Provide the activity assigned as the device custodian, limited to a 25-character alphanumeric field.

6. Activity Unit Identification Code (UIC). Provide the five-digit UIC assigned to that custodian activity.

7. Casualty Report (CASREP). Identify whether or not the device was CASREP during the current reporting period ("Yes" or "No").

8. Course Identification Number (CIN). Provide the alphanumeric code used to identify courses for which the device was utilized. If multiple courses were supported, provide the most used CINs (number of hours) up to a total of five, with additional CIN data to be separately provided as may be requested.

9. Scheduled Usage Time (SUT). Provide the total device hours purchased for the reporting period for operations and maintenance via a COMS contract. This will normally be a standard number of hours for the reporting period plus scheduled premium time. Do not confuse SUT with utilization time scheduled by the activity. This value will be defaulted on the TRNDURS screen to a value set in the MEF database (initially to 140). If more or less hours have been procured for a particular equipment, the activity's MEF coordinator may change the default number. The name of the

responsible individual may be found in the CENTRA in the Utilities Module.

10. Non-Contractor Downtime. The number of hours the trainer was inoperative and not available for scheduled utilization for which the COMS contractor is not held responsible. Sometimes called "Non-Chargeable Downtime." For purposes of this reporting system, all downtime not chargeable to the COMS contractor will be reported under this category. This will include downtime while waiting for the contractor to respond, reboot time, or any other training time lost for any reason that cannot be contractually charged to the contractor.

11. Contractor Downtime. The number of hours attributable to the failure of the COMS contractor to provide a system capable of being used for its scheduled purpose. The scheduled usage was postponed, canceled, or materially degraded. Sometimes called "Chargeable Downtime." The sum of Non-Contractor Downtime and Contractor Downtime must equal Total Trainer Downtime (TTD).

12. Trainer Downtime. Provide the number of hours the trainer was down and not available for scheduled use. Provide to the nearest tenth of an hour. The sum of all such categorizations should equal TTD for the reporting period (will be entered automatically by the program).

13. Operationally Ready Time (ORT). Mathematically computed as equal to the SUT less TTD. Should be that portion of SUT during which all subsystems essential to the accomplishment of the scheduled usage mission were fully functional throughout the mission, or during which the material condition of the trainer otherwise enabled successful completion of the scheduled training or other mission, and when required, a properly qualified trainer operator was present and performed operator duties.

14. Activity Scheduled Usage Time (ASUT). Hours the TD or TUE is scheduled by the training activity for student training. This number may not exceed ORT hours.

15. Hours Device Used. Provide, by individual activity UIC, the total number of hours that the device was used to train each activity during the reporting period utilizing the following categories: Fleet, Foreign, Readiness Squadron, Reserves, Demonstrations, Trainer Support, Pipeline Training, Other. These are all considered training utilization for reporting purposes.

16. Operational Ready Time Utilized (ORTU). Provide the total number of hours used for all events during the reporting period. The hours to be provided are total clock time, whether single student, multistudent, or crew/team training was conducted. Include the use of the device for all purposes, even demonstrations. The program automatically enters ORTU from a calculation of the hours used by each activity.

17. Number of Students/Teams Scheduled. Trainers are usually designated either Team Trainers or Individual Student Trainers. Some trainers may be used as both. When used as a "Team Trainer," the number of teams scheduled for training, either sequentially or simultaneously, will be entered regardless of the number of students in a team. When used as an "Individual Student Trainer," enter the total number of students scheduled to use the trainer. Since the scheduled Student and Team entries are recorded on separate lines, trainers that are used for both individual and team training should not be an entry problem.

18. Number of Students/Teams Completed. Enter the number of teams or students completing the scheduled training. This does not mean the number of students graduating from a particular course. It means the number completing the scheduled training.

19. Hours Lost Because of No-shows and Cancellations. Provide the number of training hours lost during the reporting period due to student no-shows and student cancellations.

20. Verified. Provide the name of the Government representative verifying the Utilization data. Limit this field to 18 alpha-numeric characters.

21. Explanation/Comments. When applicable, provide a brief narrative to clarify any situation during the reporting period that had a material impact on device utilization, whether positive or negative. Include recommended actions to correct any deficiencies identified and/or appropriate plans of action and milestones to correct said deficiencies. Additionally, provide status comments to previously reported deficiencies.

CENTRA WEB PAGE ACCESS PROCEDURES

The CENTRA system is available through the Internet by access via the NETPDTC Web site. The URL Address to access the NETPDTC Web page is:

http://centraifw.cnet.navy.mil
(for users on a LAN and are located inside the firewall)

http://centra.cnet.navy.mil
(for users not on a LAN and are located outside the firewall)

Users accessing CENTRA via the Internet must have the following files loaded on their PC:

NETSCAPE 4.5 or later
Oracle's Jinitiator 1.1.7.15.1 or later
Adobe Acrobat Reader 3.0 or later

These files are available for loading on individual PC's from the NETPDTC Web page. Select the desired software for download and follow the on-screen directions. A CD containing the desired software can be obtained from NETPDTC. This CD may be requested via e-mail to joyce.blackmon@cnet.navy.mil or DSN 452-1001, extension 1544.

After the files have been downloaded, click on the Check System Button to view the files to be sure all of the files downloaded properly.

To access the CENTRA Web page, place the cursor on the CENTRA button and activate. The CENTRA Web page will appear with three selections available:

DOCUMENTATION - Overview of the CENTRA System and procedures for operation.

TUTORIAL - Tutorial that provides complete CENTRA system training as well as specific subject refresher training. Some Authorware plug-ins are required to use the tutorial. These are available on the NETPDTC CD. The HELP function for procedures will not function unless the tutorial is operational.

START CENTRA DATABASE – Displays the CENTRA Logon Screen. By selecting START CENTRA DATABASE the Logon Screen appears: Type in Username, Password, and Database (available from NETPDTC (N624), DSN 922-1001 Ext. 1544). Click on the Connect Button to bring up the Welcome to CENTRA Screen. This is an information screen only. Read the information and click the OK button to move forward to the main menu. From this screen the user may select menu choices.