



DEPARTMENT OF THE NAVY

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

CNETINST 4700.1C
OS412/413
20 Mar 2000

CNET INSTRUCTION 4700.1C

Subj: CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS (COMS)
PROGRAM

Ref: (a) OPNAVINST 1551.11A
(b) NAVTRASYSCEININST 7042.1A
(c) OPNAVINST 10170.2
(d) CNETINST 10170.2F

1. Purpose. To establish policy and procedures and assign responsibilities for the management and utilization of COMS Program support within the Naval Education and Training Command (NAVEDTRACOM). This instruction has been extensively revised and should be reviewed in its entirety.

2. Cancellation. CNETINST 4700.1B

3. Background. The disestablishment of the Trademan rating, by the Secretary of the Navy in 1982, required that alternative resources be identified for the operation and maintenance of training devices. This instruction addresses those instances where the most effective means is by COMS contract. The Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYS DIV) has been designated the central contracting agency for COMS.

4. Scope. This instruction is applicable to COMS support of surface, submarine, and aviation technical training programs. Policies and procedures for COMS supporting naval flight simulators, associated air crew training devices, and selected aviation maintenance training devices are contained in reference (a).

5. Policy

a. Implementation of the COMS program within the NAVEDTRACOM is the responsibility of the Chief of Naval Education and Training (CNET).

b. Organization, management, and utilization of COMS Program support will provide for minimizing costs consistent with the achievement of training mission requirements.

c. CNET Logistics Support Managers (East Coast and West Coast) and direct-reporting activities will consolidate their COMS support requirements and submit them to CNET for approval and funding consideration.

d. Spare parts, and organizational (O), intermediate (I), and depot level maintenance of training devices and associated equipment will be procured through the COMS contract where feasible. In the event these services cannot be purchased through the COMS contract, funding for O&I level spares will continue to be provided by CNET or the Training Support Agent (TSA), as applicable, and depot level maintenance will be provided by the NAVAIRWARCEN TRASYS DIV in accordance with reference (b). Major overhaul of Cognizance 2"0" training systems supported by COMS is the responsibility of NAVAIRWARCEN TRASYS DIV under the Simulator Operation and Maintenance (SOM) Program. Major overhaul of other training systems will continue to be the responsibility of the appropriate program manager.

e. The Government Inventory Management System (GIMS) will be used for inventory management/accountability of COMS spares at each activity when contractually defined. The requisite bar code scanning hardware, software, and initial supply of bar code labels have been transferred from the training activities to the COMS contractor as Government Furnished Equipment (GFE). Custody and maintenance responsibility by the COMS contractor for the bar code equipment will be included in the COMS contract.

f. All requests for contract changes will be forwarded to CNET via the Logistics Support Managers (East Coast and West Coast) or by the direct-reporting activity, as applicable. Proposed unplanned contract changes must be received at CNET at least 12 months prior to the date the changes are required. Unplanned contract changes can be defined as changes which will have a cost impact on the contract (e.g., the addition of a new device not previously identified as a COMS support requirement, or an increase in training time required). Administrative (non-technical or no cost) changes must be received at CNET at least 3 months prior to the date the changes are required. Once CNET has approved the changes in requirements, NAVAIRWARCEN TRASYS DIV will be tasked to implement the contract changes.

g. Initial COMS contract support for a new device will begin when the device is ready-for-training (RFT) and the NAVEDTRACOM has accepted the device from the TSA via the Equipment Facility Requirement (EFR) Plan or other applicable transfer document. The TSA will normally provide 30-90 days of Contract Maintenance Services (CMS) to facilitate the COMS mobilization period, which begins after the trainer has been accepted by the NAVEDTRACOM.

h. When an existing training device is replaced by a new device, COMS support for the device being replaced will terminate effective on the date that COMS support begins for the new device. When a COMS-supported device is removed due to low utilization, cancellation of training, or other reason, COMS support for that device will be terminated immediately.

i. Addition of any device or other equipment to an existing COMS contract must be approved in writing by CNET in advance.

j. Training device utilization reporting will be accomplished in accordance with references (c) and (d). When reporting is accomplished by the COMS contractor, utilization reports will be verified by the Contracting Officer's Representative (COR).

6. Action

a. CNET

(1) Provide policy and guidance for NAVEDTRACOM COMS Program.

(2) Plan, program, budget, and allocate COMS resources.

(3) Approve all COMS support requirements and applicable implementation schedules.

(4) Approve all COMS contracts' statements of work.

b. CNET Logistics Support Managers (East Coast and West Coast) and Direct-Reporting Activities

(1) Identify local COMS support requirements and forward them to CNET for Program Objective Memorandum (POM) action.

(2) Ensure that qualified on-site individuals are selected and trained as primary and alternate CORs at each

activity scheduled for COMS support. Persons selected as COR must be in the CNET chain of command unless otherwise approved by CNET. As the training activity's technical and administrative interface with the COMS contractor and contracting officer, the COR will monitor COMS contractor performance in support of the contracting office. Emphasis will be placed on close coordination among user activities, CORs, and NAVAIRWARCEN TRASYS DIV.

(3) Review NAVAIRWARCEN TRASYS DIV-developed statements of work and recommend changes, as applicable.

(4) Issue COMS Program implementing instructions, as applicable.

(5) Coordinate requests for depot level maintenance actions when not available through COMS.

(6) Ensure that monthly training device utilization reports are submitted in accordance with guidance provided in references (c) and (d).

c. Training Activities

(1) Select technically qualified CORs and alternate CORs to oversee the COMS contractor's performance and manage the activity's training device maintenance program.

(2) Provide funds for O&I level maintenance spares when they are not available through the COMS contract.

d. Naval Education and Training Professional Development and Technology Center (NETPDTC)

(1) Provide accounting for expenditure of COMS funds by contract, OPNAV Resource Sponsor, and Activity Group/Sub-Activity Group (AG/SAG).

(2) Manage the training device utilization reporting process and provide periodic reports in accordance with guidance in references (c) and (d).

e. NAVAIRWARCEN TRASYS DIV

(1) Serve as Contracting Officer for the COMS Program, including development/coordination of final statements of work.

(2) Provide COMS management reports to CNET for use in planning, programming, and budgeting of funds to support the COMS Program. Reports will be provided on a quarterly basis (due on 1 September, 1 December, 1 March, 1 June) and will contain the following required data:

(a) Report period is current fiscal year plus 6 outyears.

(b) List of devices (including serial numbers) currently supported by COMS and those planned for future COMS support at each training activity.

(c) Funding requirements for each fiscal year identified by contract, training activity, OPNAV Resource Sponsor, and AG/SAG.

(d) COMS mobilization date and COMS support date for new devices acquired by NAVAIRWARCEN TRASYS DIV.

(3) Provide monthly COMS funding obligation report to CNET (due on the 4th working day of the month for the previous month) for use in COMS Program planning. Report data elements will be as required by CNET's COMS program managers.

7. Program Review. CNET (OS41), in conjunction with the TSAs, will periodically review the COMS Program with NAVAIRWARCEN TRASYS DIV to assess the program status and to coordinate changes as applicable.

8. Reports

a. Report control symbol OPNAV 10170-2 (Training Device Utilization Reporting Data Elements) has been assigned to the reporting requirement contained in paragraphs 6b(6) and 6d(2).

b. Report control symbol CNET 4700-1 (COMS Management Report) has been assigned to the reporting requirement contained in paragraph 6e(2) and is approved for 3 years from the date of this instruction.

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CNETINST 4700.1C

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