



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
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CNETINST 1510.3
CIO
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CNET INSTRUCTION 1510.3

Subj: STANDARD TRAINING ACTIVITY SUPPORT SYSTEM (STASS)

- Ref:
- (a) CNET ltr 5230 Ser N521/06022 of 24 Jul 96, Subj: Systems Decision Memorandum for Approval of Milestone III for Standard Training Activity Support System (STASS)
 - (b) ASN (RD&A) Memo of 7 Mar 94 delegating Milestone Decision Authority responsibilities to CNET OO
 - (c) CNO ltr 1500 Ser N889H2/3U635472 of 20 Dec 93 designating STASS as the migratory system for Aviation Training Support System (ATSS)
 - (d) CNET ltr 5230 Ser N-84/0181 of 29 Apr 1994, Subj: Systems Decision Memorandum for Approval of Milestone I/II for the Standard Training Activity Support System (STASS)
 - (e) STASS Life Cycle Management Milestone III Documentation (Revision 5) of January 1994
 - (f) Naval Education and Training Command Technical Architecture Plan (NETTAP) Second Edition 1995
 - (g) CNETINST 1510.1F, Subj: NITRAS II

- Encl:
- (1) STASS Description
 - (2) STASS Coordinator Responsibilities
 - (3) STASS Configuration Control Board (CCB) Charter
 - (4) STASS User Review Group (URG) Charter

1. Purpose. Reference (a) authorized Standard Training Activity Support System (STASS) for implementation to the Navy's training activities/schoolhouses. This instruction provides the general policy and guidance for STASS, the Naval Education and Training Command's (NAVEDTRACOM) standard training activity/schoolhouse support system, as prescribed by references (b) through (g), and provides a basic description of the STASS subsystems, enclosure (1).

2. Background. STASS is an automated information system designed to improve Navy training activity and schoolhouse management and administrative functions. STASS incorporates the functionality of existing/terminated legacy schoolhouse support systems. STASS provides support for training activities/schoolhouses in the functional areas of personnel management, student training management, classroom support management, class event and resource scheduling, publication and equipment management, system utilities, student testing and evaluation, user feedback reporting, and related administrative support. A description of

the functionality provided in STASS is provided in enclosure (1). STASS will also provide for the exchanging of information with the Navy Integrated Training Resource Administration System (NITRAS). STASS will also provide for the exchanging of information with the Navy Training Reservation System (NTRS).

3. System Description. The design of STASS is based on the functional baseline of the legacy systems, which are being replaced. STASS data will be stored in a relational database and operate in a client/server environment. The user interface will be graphical or "windows" based. The overall system is comprised of a host processing system(s), which is locally situated with individual user system workstations attached via an ethernet (802.3) local area network. Limited STASS functionality, reporting of student training and master course schedules, has been developed to operate via the World Wide Web.

4. Responsibilities. Responsibilities for management and operation of STASS are as follows:

a. The Chief of Naval Operations (CNO) (N7), working closely with the warfare sponsors (N86, N87, and N88), is responsible for overall policy and sponsorship of the system.

b. The Chief of Naval Education and Training (CNET) Chief Information Officer (CIO) is designated as the executive/functional manager and is responsible for the overall management and operation of the system as follows:

(1) Issue implementing directives to ensure maximum utilization of Automatic Data Processing (ADP) resources and the quality of data.

(2) Ensure participation of all training activities within the NAVEDTRACOM.

(3) Coordinate resolution of data reporting problems with other training agents.

(4) Audit and monitor system operation.

(5) Serve as the Configuration Control Board (CCB) Chairperson.

(6) Ensure STASS resource requirements are submitted and fully justified during Program Objective Memorandum (POM) and budget formulation and review.

c. The CNET Schoolhouse Operations (SHOP) and Fleet Liaison Division serve as user advocates to:

(1) Act as NAVEDTRACOM schoolhouse central point of contact for STASS issues and concerns.

(2) Assist in the STASS implementation and training.

(3) Serve as member of the CCB representing CNET and fleet users.

(4) Conduct on-site analysis to determine system adequacy and to ensure maximum utilization.

(5) Review and prioritize recommendations for system enhancements/modifications received from CNET users.

(6) Coordinate and chair regional User Review Groups (URG).

d. The Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC) is the Program Manager for STASS. In this capacity, NETPDTC will:

(1) Provide centralized program management for definition, design, development, implementation, and maintenance of STASS.

(2) Provide the ADP support or guidance necessary to operate STASS.

(3) Inform CNET of problems in achieving complete and accurate data reporting.

(4) Publish user documentation defining subsystem/module procedures.

(5) Develop and provide training programs for users.

(6) Accomplish system enhancements/modifications when required.

e. Commanding officers of training activities/schoolhouses shall ensure the effective operation and use of STASS shall designate a STASS Coordinator.

f. STASS Coordinator is responsible for coordinating and managing STASS at the user activity. The STASS Coordinator's responsibilities are listed in enclosure (2).

g. STASS CCB is responsible for monitoring the effectiveness of STASS and evaluating, prioritizing, and approving all major technical and functional changes to STASS. Enclosure (3) provides the STASS CCB charter and details the specific objectives, responsibilities, and membership of the STASS CCB.

h. STASS URG is responsible for monitoring the effectiveness of STASS from the user's perspective and providing recommendations for improvements, enhancements, and modifications to the system. Enclosure (4) provides the STASS URG charter and details the specific objectives, responsibilities, and membership of the STASS URG.

4. Action. Addressees shall ensure compliance with this instruction. Operating procedures addressed in the STASS documentation must be explicitly followed. Addressees will ensure accuracy and integrity of data are closely monitored.

/S/F.M. DIRREN, JR.
Vice CNET

Distribution (CNETINST 5218.2C):
List I

Copy to:
SNDL A3 (CNO (N7, N86, N87, N88))

STASS DESCRIPTION

1. General. This enclosure provides an overview of the planned capabilities of STASS.
2. Personnel Subsystem (PERS). PERS provides for the collection and maintenance of staff and student personnel data including: administrative and personnel related data; career counseling information; next of kin and family information; non-military education, training, and qualifications history; security clearance information; and Billet Sequence Code (BSC)/manpower information. The support personnel management functions included are: managing personnel leave request/approval, tracking personnel General Military Training (GMT), tracking room and bunk assignments, maintaining duty section information, creating mailing labels, tracking of staff and student qualifications, maintaining locator and command visitor information, and generating standard reports.
3. Student Training Management (STM) Subsystem. STM will provide student allocation support for formal training courses through reservation scheduling and management of Named, No-name, Sit-in, Group, Stand-by, Package, and Pipeline seats (these seat titles/terminology are commonly used in the schoolhouse environment, but are subject to change based on future discussions and agreement with Navy Personnel Research and Development Center (NPRDC)/Navy Training Reservation System (NTRS)). Student allocation support will include: providing prerequisite pre-screening with waiver capability, utilization of fairshare constraints that will be adjustable by the user, generation of letters that display Reservation Status and No Show activity, tracking of class student loads and reservation information, and forwarding and receiving reservation information with NTRS. Navy Integrated Training Resources Administration System (NITRAS) data management support includes: collecting specific NITRAS related training events on students, providing real-time student status, accumulating statistical training data in summary form on training not reported by individual student (Training Summary File (TSF)), and allowing the user to correct data submitted to NITRAS.
4. Classroom Support Management (CSM) Subsystem. CSM will provide classroom support by providing storage and retrieval of test items, automated test scoring and test analysis, and maintenance of data validation tables. Test management support to be provided includes: creating test items in accordance with the appropriate Instructional Systems Development (ISD) standards; establishing relationships between test items, objectives, and references; generation of tests (test questions may be true-false, multiple choice, matching, completion, or essay using individual question selection for a specified difficulty/knowledge level and/or training objective statement (TOS) level); and electronically scoring tests and posting student grades. CSM

will also provide the means to generate student grade and test critique reports, to provide curriculum performance analysis data, to maintain historical records of student performance, to produce a set of survey questions to be used for student critiques and to provide analysis and evaluation of returned student critiques.

5. Class Event and Resource Scheduling (CERS) Subsystem. CERS will provide daily scheduling management of class related resources and for controlling training resource configurations to include creating and maintaining standard resource configurations; determination of the classrooms, laboratories, and training devices needed by the configurations and class training schedule; creating listings of technical library resources needed to teach a class; providing a detailed list of class schedules; determining the times and places resources are needed; and providing the capability to check the availability of publications and equipment resources for classes. CERS will also provide a means to create, modify, delete, and maintain the Master Course Schedule by topics/events allowing for the validation and invalidation of courses and classes, providing for course schedule transfers between schoolhouses, and the prevention of scheduling conflicts. An existing application, the Training Oriented User Resource Scheduler (TOURS) Manpower Requirements Determination (MRD) Module, is under development to assist in the validation of the Master Course Scheduling (MCS) data. TOURS MRD will assist in the development of the official MCS record which will be compared to all other sources of MCS data. STASS users will be notified if CERS has incorrect information. MRD will be used in the development of CNET manpower computation models and will facilitate the Efficiency Reviews of all NAVEDTRACOM courses.

6. Publication and Equipment Management (PEM) Subsystem. PEM will provide the capability to maintain records of training equipment, publications, and other training materials; provide issue stations and controlled procedures for issuing training materials to approved borrowers and moving material/equipment between issue stations and approved borrowers; the tracking and requisitioning of spares; the capability to facilitate handling, accountability and inventory maintenance of publications, visual information materials, training aids, plant property, and calibration requirements; provide an inventory capability using fixed and portable bar code readers; and provide the capability to generate various types of equipment and material order forms.

7. Utility Subsystem. Utility will provide users the capability to perform various functions to support site management of STASS such as the management and maintenance of activity configurations; the management of STASS user access permissions; and the management of utility and data validation tables. The Utility Subsystem also provides an automated User Feedback Reporting and

Enhancement Requests tracking capability allowing the user to generate STASS feedback reports and track the status of STASS feedback reports by providing descriptions, comments, and status.

STASS COORDINATOR RESPONSIBILITIES

1. Approve, create, and control all STASS users' system, menu, and data base accesses. User access should be periodically reviewed to ensure the appropriate access is available at all times.
2. Provide training in all aspects of STASS for command and supported UIC system users as follows:
 - a. Coordinate with NETPDTC user training office on new and revised applications.
 - b. Conduct periodic indoctrination training sessions for new arrivals, instructors, and other staff on the STASS subsystems.
 - c. Provide training room/spaces and related equipment to facilitate STASS user training.
 - d. Maintain STASS user documentation and provide for reproduction and distribution.
3. Respond to AD Hoc Query requests by:
 - a. Identification of the information requirements, the desired format(s), and the amount and kind of data combinations required to meet the user's needs.
 - b. Prepare a logical search strategy and create the appropriate command statements to access the appropriate database.
4. Act as liaison with NETPDTC/NETPDTC Unit Director, as appropriate, to:
 - a. Authorize and coordinate the NETPDTC provided STASS equipment's location/relocation assignments throughout command spaces.
 - b. Coordinate computer down time for hardware and software maintenance.
 - c. Request and establish the timing, frequency, and distribution of centralized STASS output reports.
 - d. Monitor the status of local site system processes daily.
 - e. Maintain and monitor maintenance of site unique data, (e.g., site configuration and data validation tables).
 - f. Screen all problems producing Feedback Reports (FRs) as appropriate.

g. Review and make recommendations for changes/corrections to STASS application programs and user manuals.

5. Act as liaison with CNET (SHOP), as appropriate, to:

a. Screen all new site requirements, producing Enhancement Requests (ERs) as appropriate.

b. Review and make recommendations for enhancements to STASS application programs and user manuals.

c. Define local unique program applications that include analysis of design specifications, user procedures, input and output requirements, training, and maintenance requirements.

6. Serve as command's representative to the STASS User Review Group (URG) with responsibilities as follows:

a. Attend URG meetings as called by the System Manager.

b. Recommend approval or disapproval of proposed STASS program changes to the CCB.

c. Assist in establishing the completion priorities for submitted FRS/ERs. Actively participate in this process acting as an advocate for those changes and enhancements desired by the command.

d. Participate in system tests and reviews as required.

7. Other miscellaneous duties might include the following:

a. Maintain contact and dialogue with the STASS coordinators at other submarine, surface, and aviation training activities.

b. Ensure each organizational component within the local activity has a designated Point of Contact (POC) either at the department or division level. Conduct periodic meetings to coordinate the above areas.

c. Make periodic visits to office areas, which use STASS to assist in resolving problems or concerns, as applicable. Ensure all users know whom to contact for any issue related to STASS.

d. Inform the commanding officer/executive officer periodically of the operational status of STASS.

e. Make periodic assessments of the utilization of STASS to ensure system resources are used to the maximum extent possible. Make recommendations to the nearest NETPDTC unit, if applicable, and NETPDTC on various ways to improve the system both functionally and technically.

f. Know the FRS and ERs pending completion to be in a position to inform local users of the potential changes, which will be implemented.

g. Ensure STASS is used in accordance with security guidelines and operating guidelines.

h. Coordinate required data entry support and/or data conversions prior to implementation of STASS.

CHARTER
Standard Training Activity Support System (STASS)
Configuration Control Board (CCB)

1. Official Designation. The official title of the committee is the STASS CCB.
2. Objectives. The objectives of the CCB are to monitor the effectiveness of STASS; evaluate, prioritize, and approve all major technical and functional changes to the system; and ensure implemented changes are appropriately reflected in STASS documentation. The CCB will provide functional and technical configuration control during the concept development, definition, design, application development, testing, operation, and maintenance phases of the system. Specific responsibilities of the CCB are:
 - a. Ensure STASS technical and functional configurations are controlled in accordance with the STASS Configuration Management Plan (CMP) and the Technical Architecture Plan (NETTAP).
 - b. Evaluate proposed major changes to the technical and functional scope of the system.
 - c. Prioritize proposed major changes and enhancements.
 - d. Develop plans, guidance, and policies for the system.
 - e. Participate in formal technical and milestone reviews.
 - f. Coordinate functional requirements of users.
 - g. Review Life Cycle Management, project, and system documentation.
 - h. Ensure STASS provides data required to manage the Navy-wide training activities/schoolhouses on a day-to-day basis.
 - i. Ensure training managers, Navy and Department of Defense-wide, are provided with timely information, as required, to make management decisions, allocate resources, and establish training policy.
 - j. Function as a sounding board for discussion of issues related to STASS.
 - k. Ensure the STASS development and maintenance efforts proceed in a timely manner via prioritization of workload.
3. Life of CCB. The CCB is established for the life of the system.
4. Sponsors. The sponsor of the CCB is CNET.

Enclosure (3)

5. Membership. The composition of the CCB is as follows:

- a. Chairperson: CNET (CIO)
- b. Secretariat: CNET (CIO)
- c. Program Manager: NETPDTC (N62)
- d. Technical Advisor: NETPDTC (N62/N64)
- e. STASS System Manager: NETPDTC (N624)
- f. Schoolhouse Advocates: CNET (SHOP) and Fleet Liaison Division
- g. AD HOC Members: As necessary, the following commands will be represented to ensure adequate sponsorship and review of proposed major changes:
 - (1) CNO (N7)
 - (2) CNO-869
 - (3) CNO-879
 - (4) CNO-889
 - (5) CNET ETE, OTE, LEAD
 - (6) Chief of Naval Air Training
 - (7) Schoolhouse representatives as determined by CNET (SHOP).
 - (8) AEGIS Training Center
 - (9) Naval Air Maintenance Training Group
 - (10) Naval Education and Training Security Assistance Field Activity
 - (11) Director Training and Education Division, Marine Corps Combat Development Command
 - (12) Navy Personnel Research and Development Center (NTRS Coordinator)
 - (13) Marine Air Training Support Group Nine Zero (MATSG 90)
 - (14) Commander, Naval Air Forces, U.S. Atlantic Fleet
 - (15) Commander, Naval Air Forces, U.S. Pacific Fleet

Enclosure (3)

6. Responsibilities

a. The CCB Chairperson, CNET (CIO). The CCB Chairperson will:

(1) Conduct CCB meetings.

(2) Ensure all appropriate members have had an opportunity to review proposed changes in their area of responsibilities.

(3) Request AD HOC members attendance at CCB meetings to ensure adequate sponsorship and/or technical review of each proposed change.

b. Secretariat, CNET (CIO). The CCB Secretariat is the CCB Chairperson's assistant for the coordination and administration of CCB procedures and activities. The CCB Secretariat will:

(1) Schedule CCB meetings and arrange for attendance by appropriate members.

(2) Serve as secretary at all CCB meetings.

(3) Publish CCB agendas and CCB meeting minutes.

(4) Perform the administrative tasks required for the timely processing, review, and implementation of proposed changes.

(5) Maintain a central change request and Engineering Change Proposal recording and processing control system.

c. User Advocate, CNET (SHOP). SHOP represents STASS users from CNET activities.

(1) Assist CNET (CIO) in duties pertaining to CCB.

(2) Review proposed enhancements/modifications received from CNET users to assess applicability and return on investment (ROI).

(3) Provide feedback to CNET users on CCB issues and problem resolution.

d. Program Manager, NETPDTC (N62). The Program Manager provides Life Cycle Management advice to the CCB. The Program Manager will:

(1) Review proposed changes to STASS hardware and software to assess the impact on life cycle management issues.

Enclosure (3)

(2) Review proposed changes to STASS hardware and software to assess implementation resource requirements.

(3) Monitor the status of the implementation of CCB approved STASS hardware and software changes.

e. Technical Advisor, NETPDTC (N62/N64). The Technical Advisor, in close coordination with the System Manager, provides technical advice to the CCB. The Technical Advisor will:

(1) Initiate and sponsor proposed changes to STASS, which enhance system hardware and software capabilities.

(2) Review proposed changes to STASS hardware and software to ensure a proper balance between the use of advanced technology and the minimization of cost and risk.

(3) Ensure that proposed changes conform to appropriate Information System (IS) specifications, standards, and directives.

f. System Manager, NETPDTC (N624). The System Manager provides ADP expertise to the CCB. The System Manager will:

(1) Initiate and sponsor proposed changes to STASS, which enhance system hardware, software, and telecommunications capabilities.

(2) Coordinate with other members of the CCB to review requirements and prepare STASS change proposals, which have ADP implications.

(3) Review proposed changes which impact STASS hardware, software, and telecommunications capabilities.

g. AD HOC Members. AD HOC members, when necessary, will provide technical and functional advice to the CCB concerning proposed system changes and sponsor system changes necessary to fulfill their missions.

7. Total Quality Leadership. The CCB will embrace quality as the foundation of its efforts in order to continually improve customer satisfaction.

8. Instructions/Guidelines. The CCB will ensure the STASS effort is in compliance with the following instructions, guidelines, directives:

a. DODD 5000.1, Defense Acquisition

b. SECNAVINST 5230.9A, Information Resources Program Planning

Enclosure (3)

CNETINST 1510.3

c. SECNAVINST 5231.1C, Life Cycle Management Policy and Approval Requirements for Information System Projects

d. SECNAVINST 5231.1, Quality Assurance Program for Information System Program

e. SECNAVINST 5239.2, Department of the Navy Automated Information Systems Security Program

f. Naval Education and Training Command Technical Architecture Plan (NETTAP)

g. CNET Instruction 1510.3, Standard Training Activity Support System (STASS)

h. CNET Component Information Plan (CIMP)

i. MIL-STD-498, Software Development and Documentation

j. STASS Configuration Management Plan

9. CCB Meetings. The CCB Chairperson will conduct CCB meetings semi-annually or more frequently if deemed necessary.

Enclosure (3)

CHARTER
Standard Training Activity Support System (STASS)
User Review Group (URG)

1. Official Description. The official title of the committee is the STASS URG.
2. Objective. The objective of the URG is to serve as a forum to monitor the effectiveness of STASS from a user perspective and to provide recommendations for improvements, enhancements, and modifications to the system to CNET (SHOP) to be presented to the STASS CCB. Specific responsibilities of the URG are:
 - a. Recommend proposed improvements, enhancements, and modifications to the system.
 - b. Recommend prioritization for the implementation of proposed major changes and enhancements.
 - c. Ensure STASS provides data required to manage the training activities/schoolhouses on a day-to-day basis.
 - d. Ensure training activity/schoolhouse training managers are provided with timely information, as required, to make management decisions, allocate resources, and establish training policy.
 - e. Function as a sounding board for discussion of issues related to STASS.
3. Life of URG. The URG is established for the life of the system.
4. Sponsors. The sponsor of the URG is CNET.
5. Membership. The membership of the URG is as follows:
 - a. Chairperson: CNET (SHOP) and Fleet Liaison Division Regional Coordinator.
 - b. Secretariat: Local Schoolhouse representative
 - c. Technical Advisor: Local NETPDTC representative
 - d. Representatives from the Training Activities/Schoolhouses using STASS.
6. Responsibilities
 - a. URG Chairperson. The URG Chairperson will:
 - (1) Schedule and conduct URG meetings.

(2) Ensure all appropriate members have had an opportunity to provide input to and review the URG Meeting Agenda.

(3) Request, as needed, appropriate functional and technical representatives attend URG meetings to discuss URG issues.

b. URG Secretariat. The URG Secretariat is the URG Chairperson's assistant for the coordination and administration of the URG procedures and activities. The URG Secretariat will:

(1) Coordinate URG meetings and arrange for attendance by appropriate personnel.

(2) Serve as Secretary at all URG meetings.

(3) Publish URG agendas and URG meeting minutes.

(4) Perform the administrative tasks required for the efficient and effective functioning of the URG.

c. Technical Advisor. The Technical Advisor, in close coordination with the System Manager, provides technical advice to the URG. The Technical Advisor will:

(1) Provide technical advice on proposed changes to STASS which enhance system hardware and software capabilities.

(2) Review proposed changes to STASS hardware and software to ensure a proper balance between the use of advanced technology and the minimization of cost and risk.

(3) Ensure that proposed changes conform to appropriate Information System (IS) specifications, standards, and directives.

d. Representatives from the training activities/schoolhouses using STASS will:

(1) Attend meetings as necessary.

(2) Identify functional requirements.

(3) Provide support/guidance in their assigned area(s) of expertise.

(4) Represent their training activity/schoolhouse on all issues which affect the STASS goals and objectives.

(5) Provide their support to this charter, as written/approved, in order to assure the delivery/maintenance of a quality product which satisfies the users' requirements.

7. Total Quality Leadership. The URG will embrace quality as the foundation of its efforts in order to continually improve customer satisfaction.

8. Instructions/Guidelines. The URG will ensure the STASS functionality supports training activity/schoolhouse training management requirements as set forth in the current edition of the following documents and other applicable instructions, guidelines, directives, etc.:

- a. NAVEDTRA 130, Task Based Curriculum Development Manual
- b. NAVEDTRA 131, Personnel Performance Profile Based Curriculum Development Manual
- c. NAVEDTRA 134, Handbook for Instructors of Group-Paced Navy Courses
- d. NAVEDTRA 135A, Navy School Management Manual
- e. NAVTRADEV P-530-2, Training Equipment Guide
- f. CNETINST 1510.3, Standard Training Activity Support System (STASS)
- g. STASS Functional Description
- h. STASS Life Cycle Management Documentation
- i. STASS User Guides

9. Meetings. The URG Chairperson will schedule URG meetings a minimum of once a year or more frequently if deemed necessary. The URG Chairperson may schedule regional URG meetings as necessary.