



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

CNETINST 1510.1F  
ETIS  
15 April 1997

CNET INSTRUCTION 1510.1F

Subj : NAVY INTEGRATED TRAINING RESOURCES AND ADMINISTRATION  
SYSTEM. (NITRAS II)

Ref: (a) OPNAVINST 1510.10A  
(b) OPNAVINST 1500.62  
(c) CNETINST 1510.3  
(d) NAVEDTRA 135A  
(e) OPNAVINST 1500.47A

Encl: (1) NITRAS II Major Component Description  
(2) NITRAS II Training Information  
(3) NITRAS II Glossary of Acronyms  
(4) NITRAS II Configuration Control Board (CCB) Charter  
(5) NITRAS II User Review Group (URG) Charter  
(6) NITRAS II Forms/User Manual Availability

1. Purpose. To provide general policy and guidance and assign reporting requirements for each of the major components of NITRAS II which has been expanded to include the data required to publish the Catalog of Navy Training Courses (CANTRAC). The revised NITRAS II is intended to provide a modern designed, Navy-wide automated system to manage and support the training effort of the U.S. Navy as well as other Department of Defense (DOD) departments/agencies/services and various foreign national governments into the next century. NITRAS II will provide major benefits including more accurate, timely student and course information. This instruction has been extensively revised as the result of the NITRAS redesign and should be read in its entirety.

2. Cancellation. CNETINST 1500.1D and 1510.1E

3. Background. NITRAS II provides the corporate database for formal training information and ensures the timely collection and dissemination of information, in accordance with reference (a), to meet the demands of various echelon commands including: The Chief of Naval Operations (CNO); Chief of Naval Education and Training (CNET); Chief of Naval Personnel (BUPERS); Chief, Bureau of Medicine and Surgery (BUMED); Commander, Navy Recruiting Command (COMNAVCRUITCOM); and to all ships and stations, other DOD departments, agencies, services, contractors, and authorized foreign governments.

#### 4. System Description

a. NITRAS I has been redesigned to conform to Naval Education and Training Command (NAVEDTRACOM) technical architecture which includes open systems hardware and software, uses a fourth generation language, and operates in an "Oracle" Relational Database Management System. The new NITRAS II employs a windows graphical user interface environment making it very easy for the authorized user to retrieve, update, and summarize data using shared telecommunications to fully integrate with other decision support systems which comprise the Integrated Training Requirements and Planning Database (INTRPD) (Figure 1A). A description of the major components of NITRAS II is provided as enclosure (1) . The requirement for the centralized production of CANTRAC as defined in reference (b) has been consolidated as a component of NITRAS II. The CANTRAC module includes the publication of general information on all training activities and course descriptions which are available, for the first time, on CD-ROM to all ships and stations, other DOD departments, agencies, services and contractors. It is also available for access via the World Wide Web.

b. Over the next several years all current stand alone legacy systems, such as ATSS, MILPERSIS, NRAM, VTS II, or paper input which , have historically updated NITRAS with student information, will be replaced by the Standard Training Activity Support System (STASS) . For the NAVEDTRACOM, STASS will become the single activity information system that will provide course and student data to NITRAS II. STASS is designed to provide automated administrative support and seamless reporting of schoolhouse information into NITRAS II with associated benefits of collecting data one time only at the source. Direct access to STASS will enable activities and functional commanders to take full advantage of on-line transaction reporting and transmission of reports and maintain automated interface with other major Navy systems providing or using NITRAS II data. The oversight responsibility for course and student reporting via STASS is provided in reference (c) . All nonSTASS users that report to NITRAS II should be able to access NITRAS II, along with CANTRAC, via the World Wide Web (www). (Note: www capability will begin second quarter FY99.)

CH-1

5. Control and Use of Information. NITRAS II collects and disseminates a wide variety of training information which is used for many functions. The most common and frequently used data elements are defined in enclosure (2) . These data elements are compiled in NITRAS to provide: an official source for training statistical information, a record of course-related data, student performance tracking and training history, quota management, and information specifically collected for the production of a catalog of Navy course descriptions. A glossary of NITRAS related terms and acronyms is provided as enclosure (3) . Many of these terms and their definitions are also found in reference (d) .

CH-1

a. All training activity commanding officers are required to coordinate with CNET Schoolhouse Operations' (SHOP) Division to initiate semiannual reviews, validate, and update planned and active course information in accordance with reference (d) .

b. The system is maintained to serve the Navy-wide training community. Activities and commands are to become familiar with the data elements and are required to utilize the system to manage and monitor the training effort. Commanding officers of each activity and command shall ensure: (1) competent people are assigned to STASS and NITRAS II data entry duties, (2) STASS and NITRAS II user training is provided to these people, and (3) there is an effective on-board turnover of duties when people are reassigned or transferred. NITRAS II user training and automated data processing (ADP) security information should be coordinated with the Naval Education and Training Professional Development and Technology Center (NETPDTC) (N62) (NITRAS Program Manager).

c. Except in emergency situations, information which has been reported to NITRAS II by the training activities in response to inquiries from sources external to the training command shall not be duplicated (i.e., separate class roster/convening. schedules or student statistics will not be furnished for public use in accordance with the Privacy Act) . This information will only be accessible to authorized NITRAS II users which is the official source for such information. Requests for NITRAS II information from sources external to the NAVEDTRACOM shall be forwarded to CNET (ETIS) for action with a copy to CNO (N7) . This provides one approved informational front to organizations requesting information and precludes defending the existence of several sets of statistics regarding the same specific subject.

CH-1

6. Policy. NITRAS II is the Navy's principal authoritative source of training information for the elements which comprise its database. Incomplete and inaccurate data in the past has impaired management's ability to adequately manage and defend training resource requirements. This has directly contributed to loss of staffing billets and reductions in other resources at the activity level. Accordingly, every formal course of instruction (COI) conducted throughout the Navy as well as those conducted for Navy students at other service schools, factory training facilities, and civilian educational institutions shall be accurately reported to NITRAS II. With exceptions found in enclosure (1), reporting by student name and social security number is mandatory for all formal training courses. Other courses, such as video tele-training (VTT) and mobile team training courses may be authorized to be exempt from by-name reporting. Students attending these "T" type courses can be reported attending as a "group" or as a "team"? (enclosure (1) pertains) . Also, any course which involves broadcast communication (i.e., VTT or instruction transmitted electronically and used solely for field or fleet training exercises should be classified and reported as a "group". Should by-name reporting

CNETINST 1510.1F  
15 April 1997

be deemed impractical for any COI; not defined as "exempt", a written exemption from this policy shall be addressed to CNET (ETIS) for coordination.

7. Responsibilities

a. CNET is designated as the executive agent/functional manager of NITRAS II by CNO (N7), per reference (a), and is responsible for the overall management and operation of the subject system. CNET Will:

(1) Establish and chair a NITRAS II Configuration Control Board (CCB) under the charter guidelines provided in enclosure (4). The CCB will compile and address functional and technical solutions to data reporting problems with all training agents.

(2) Ensure NITRAS II resource requirements are submitted and fully justified during program objective memorandum (POM) and budget formulation and review.

b. Training Agents are responsible, per references (a) and (b), for ensuring that formal courses required to support fleet and billet requirements are defined and maintained in NITRAS II and that the training accomplished under their cognizance is reported to NITRAS II following established procedures. Training Agents include: Commanders in Chiefs, U.S. Atlantic/Pacific Fleets (CINCLANT/PAC) and Type Commanders; BUMED; CNET; Commander, Naval Reserve Force (COMNAVRESFOR); Commander, Naval Air Systems Command; Commander, Naval Sea Systems Command; Commander, Space and Naval Warfare Systems Command; Commander, Naval Supply Systems Command; COMNAVCRUITCOM; and Commander, Facilities Engineering Command. Training Agents will:

(1) Designate certain commands as having functional responsibility (i.e., NAVEDTRACOM functional commanders include: CNET (ETE/OTE), Chief of Naval Air Training (CNATRA), and Naval Education and Training Center (NETC)). For purposes of NITRAS II, this organizational responsibility will be defined as Functional Manager, and will be designated by the functional command identifier which is the first position of the Course Identification Number (CIN). Functional Managers will:

(a) semiamually review the NITRAS II course training information provided in the CANTRAC. A command designated as a Functional Manager will ensure the accurate and timely submission of the Course and Location Data into NITRAS II.

(b) Establish and Chair a NITRAS II User Review Group (URG) under the charter guidelines provided in enclosure (5). The URG will be responsible for recommending proposed improvements, enhancements, and modifications to the NITRAS II system via the NITRAS II CCB. The URG will select a representative to

attend each meeting of the NITRAS II CCB. A single point of contact will also coordinate with the NETPDTC NITRAS Management Office concerning any changes to the name, code, and phone number of the designee:

(c) Identify a command (designated as the Curriculum Control Authority (CCA)) as the central point of contact within the claimancy for each course entered into NITRAS II. The CCA may be a training agent's responsibility or a specialized command designed to support a unique subset of courses for the Training Agent (i.e., Naval Air Maintenance Training Group, Naval Education and Training Security Assistance Field Activity (NETSAFA)). The CCA will be responsible for NITRAS II data management and oversight for ensuring the accuracy of all curriculum fields (i.e., Course Curriculum Model Manager (CCMM) in accordance with definitions provided in reference (b) including: course length, class convening, capacity information (space, equipment, and personnel/instructors), and student-to-instructor ratios).

(d) Identify a point of contact within their agency which has Program Management (PM) responsibilities for the maintenance and accuracy of NITRAS II data quality over specific training activity locations. Note: Training Agents and Training Support Agents who do not fall under the guidelines established in reference (e) must continue to report curriculum data elements in accordance with NITRAS II established data reporting requirements.)

(2) Establish an "Umbrella Manager" (UM) by assigning an individual with the responsibility of defining the courses and sequence required to achieve a specified pipeline/path or skill objective. These skills include an NEC, NOBC, MOS, "A" school rating, or any other situation in which multiple courses should be treated as a unit for management or skill award(s). Specific duties of the UM are to define the skills that are achieved through successful completion of the umbrella, establishing skill training paths and the location(s) where its associated course segments are taught, defining the sequence of execution for the segment courses where applicable, ensuring that all levels of umbrella plans and requirements accurately depict the approved student input plan, and establishing the annual occurrences when an individual may enter that umbrella for training.

(3) Establish a Quota Management Authority (QMA) point of contact as defined in reference (e). The QMA provides the overall quota management for the Training Agency, participates in the planning and assignment of specialized skill training quota requirements, and assists in resolving conflicts in quota allocation involving courses under their purview. The QMA is also responsible for jointly coordinating the decision and timing of when to load the official Student Input Planning (SIP) Data

CNETINST 1510.1F  
15 April 1997

into the Execution Year with applicable Training Managers, Quota Control Authorities (QCAs), and Requirements Managers-for each course.

(4) Audit summary data reporting and system operation under their cognizance to ensure accuracy and quality of the data. Inquiries concerning the administration and access of NITRAS II or CANTRAC information should be directed to the NITRAS Management Office, NETPDTC, DSN 922-1001, extension 1166/commercial (850) 452-1001, extension 1166.

CH-1

c. Commanding Officer, NETPDTC is the Program Manager for NITRAS II. In this capacity NETPDTC will:

(1) Provide centralized technical support for the collection, production, and distribution of NITRAS II and CANTRAC information.

(2) Provide the technical ADP support necessary to operate NITRAS II.

(3) Coordinate directly with commands submitting course information to ensure correct data entry,

(4) Inform Training Agents and Training Support Agents of recurring problems in achieving complete and accurate data reporting,

(5) Promulgate users' manuals defining reporting procedures-

(6) Develop and provide training programs for users.

(7) Accomplish system improvement/modification when required.

d. Commanding officers and officers in charge of all training activities:

(1) Ensure timeliness and accuracy of the data reported following current procedures promulgated by CNO (N7) and user training provided by NETPDTC.

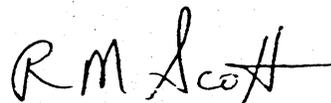
(2) When the actual reporting activity is other than the Functional Manager, the NITRAS II System Manager shall also be notified via the Functional Manager by electronic mail or in writing, of the activity name, code, and phone number of the individual performing the reporting. The information shall indicate if completed reports are to be forwarded directly from the reporting activity without the Functional Manager's review and approval.

CNETINST 1510.1F  
15 April 1997

8. Action. Addressees shall ensure compliance with this instruction. Until NITRAS II and STASS are fielded, existing reporting procedures addressed in the original NITRAS user manuals and user training must be explicitly followed and appropriate output reports closely monitored to evaluate training course achievement and training resource utilization. Data shall be reported in accordance with reference (b). Functional commanders are responsible for the timely validation of the data provided. Requests for user access, unique data screens, print-outs, or reports shall be forwarded to the NITRAS System Manager for action.

9. Documentation and Forms. Supplies of documentation (users manuals) and forms required by this instruction may be obtained as set forth in enclosure (6).

10. Reports. CNET report control symbol 1510-1 is assigned to all reports produced under NITRAS II.



**R. M. SCOTT**  
Acting

Distribution (CNETINST 5218.2B):  
Lists I through VI, VIII  
SNDL FKR7F (NAVAVNMAINTOFF)  
NITRAS PROG MGR (300)

Copy to:  
SNDL 21A1 (CINCLANTFLT)  
21A2 (CINCPACFLT)  
23C3 (COMNAVRESFOR)  
24A1 (COMNAVIRLANT)  
24A2 (COMNAVIRPAC)  
26H2 (COMFLETRAGRU WESTPAC)  
28M (COMPHMRON TWO)  
A5 (BUPERS)  
A6 (CMC)  
FH1 (BUMED)

Stocked:  
CHIEF OF NAVAL EDUCATION AND TRAINING  
CODE 0041  
CNET  
250 DALLAS ST  
PENSACOLA FL 32508-5220



MAJOR COMPONENT DESCRIPTION

OVERVIEW - The following is a summary of the functional enhancements incorporated into the redesigned NITRAS II. It is intended to give the user a general understanding of the new system components for planning purposes and should not be used to define the specific functionality supported.

1. COURSE DATA - The Master Course Reference File (MCRF) from NITRAS I has been replaced by three major levels of data storage and management:

a. COURSE LEVEL - This level contains the basic course information regardless of who is assigned functional responsibility for managing the course or where it is taught.

b. FUNCTIONAL COURSE LEVEL - This level contains the information pertaining to the functional command(s) designated to manage training activities conducting the course. It is generally equivalent to the CIN record in the current MCRF. There could be multiple entries at this level if more than one functional command (i.e., COMTRALANT/PAC) or type command (i.e., Commander, Naval Air Force, U.S. Atlantic Fleet/Pacific Fleet (COMNAVAIRLANT/PAC) is involved.

c. LOCATION COURSE LEVEL - This level contains all of the information unique to the training activity authorized to teach the course. It is equivalent to the Course Data Processing (CDP) code record in the current MCRF. All of the capacity data, class schedule data, quota spreads, etc., are stored at this level.

2. STUDENT DATA - The student data now associated with the NITRAS Student Master File (SMF) is undergoing a major restructuring. A new STASS has been developed parallel to the NITRAS redesign effort. STASS will feed student data directly into the new corporate student training database in NITRAS II as it occurs at the training activity. As each training activity is implemented on STASS, there will no longer be error rejections because of transaction timing constraints as everything will be on-line, direct input as it occurs. The transaction or change in status will have to meet appropriate student action relationship criteria, source format and logic edits. All of the legacy systems, such as MILPERSIS, NRAM, VTS II, ATSS, or paper input that currently update NITRAS daily will be replaced by STASS over the 1996-1999 time period. Each training activity will be receiving a separate description of the functions in STASS. Until the current source of submission to NITRAS is replaced by STASS, activities will Continue to report Under the current method and NETPDTC will convert the data into the new format.

CNETINST 1510.1F  
15 April 1997

3. PIPELINE SUPPORT - The pipeline management capabilities of NITRAS II are significantly expanded under the redesign. The umbrella (pipeline) definition is described at the course level vice the location level in the NITRAS I system. This will permit the system to track umbrella progress across multiple locations and to perform pipeline analysis at any level desired. The pipeline component has been expanded to support all types of training where multiple courses lead to a specific award (i.e., CORE/STRAND for "A" schools, NECs, MOSS for Marines, pilot training, etc.). It is also designed to allow the UM to specify a sequence in which the courses should be completed, if required. Another new feature is the capability to make decisions on a student in the pipeline at critical points. For example, the first two courses in an umbrella are common to several umbrellas such as flight training where the student will ultimately be assigned to jets, multi-engines, or rotary wing but the decision is not made until the student completes basic and pre-flight at which time his/her assigned umbrella will be modified or expanded to include the assignment decision.

4. QUOTA MANAGEMENT - The entire business process for "A" and "C" school planning including the allocation and control of quotas is currently being reviewed by CNO, BUPERS, and CNET. NITRAS II and the Navy Training Reservation System (NTRS) are being designed to support policy-and management responsibilities assigned for quota planning distribution across scheduled classes, and management and reallocation during the execution year. The assignment of individuals to seats in projected classes will be accomplished by designated quota control authorities for each type of quota allocation through a Decision Support System of INTRPD called the Navy Training Quota Management System (NTQMS). All other quota management functions will be accomplished in NITRAS II.

5. GROUP REPORTING - The current group reporting functions in NITRAS I permit approved courses to submit reports of training accomplished via a summary format (previously defined in Training summary File (TSF) reporting) on a monthly basis. NITRAS II is being expanded to provide group reporting procedures for team training, VTT, mobile training, and factory training. The system will, as an optional feature where verification of completion is required for student certification or recertification purposes, allow student personal data to be attached to each class in the above categories. All group reporting data, except in the case of the optional feature, will be reported through STASS by class vice individual student name as in the current system.

6. CANTRAC DATA - Includes text information required to publish the catalog. Introduction Section, Volumes I and II are published semiannually (March and September) on CD-ROM. New courses and CANTRAC change information will be submitted on CNET-GEN 1500/19 (Rev. 3-89).

a. INTRODUCTION - Includes all general information not subject to frequent changes. This section includes a menu-of topics which contain guidelines for using CANTRAC, a description of the organization of CANTRAC, and explanations of pertinent terms and headings.

b. GENERAL INFORMATION ON TRAINING ACTIVITY DATA (VOL I) - Includes several menus which list: functional commands; a list of schools; information such as seasonal uniform changes, quarters' and mess availability; and any other pertinent information relative to schools operated by the Navy. In some instances information common to a single geographical area, schools command, or other training complex may be grouped under the activity to which it pertains. When sufficient information cannot be presented in the Quota Control segment of the course description, refer to this section of Volume I.

c. COURSE DESCRIPTIONS (VOL II) - Contains course information such as the CIN, location, course prerequisites, personnel reporting procedures, skill identifier for which training is applicable, along with purpose and scope. Some courses do not have regular convening dates, thus none are given. All courses are arranged in numerical sequence by CIN (disregarding the command identifier) .



TRAINING INFORMATION AVAILABLE IN NITRAS

1. Information. This enclosure lists the most common and frequently used data elements contained in requests from training managers. This list does not include all of the data elements contained in NITRAS nor does it include the various computations of statistics available to the training community and higher echelons of management. However, a good idea of the common data available can be gathered from the listing.

2. NITRAS Data Elements

a. CDP Code. An alphanumeric code assigned to identify each course of instruction within the NITRAS data base and also used as a training history code for Navy personnel records. Identical courses will have a different CDP for each location.

b. CIN. The alphanumeric code which identifies the course by sponsor DoD skill, and a sequence number. Identical courses will have the same CIN.

c. Course Abbreviated Name. An abbreviated descriptive title of the course (a maximum of 50 characters).

d. Skill Code. The Navy Enlisted Classification (NEC) Code or rating that is recommended to qualified students upon graduation (also might include rate, NEC, NOBC, MOS, BST, AFSC).

e. Typee Course. An alphanumeric code which indicates the training category (for example: Recruit, Initial Skill).

f. Student Report Code. A single code, S or T or C, to indicate whether the student of a particular course (CDP) is reported to NITRAS by name/social security number or in summary form or that the course is described only for inclusion in the CANTRAC .

g. Organization Unit Identification Code (UIC). An alphanumeric-code taken from the activity's Student Manpower Authorization and the activity's Staff Manpower Authorization (OPNAV 1000.2).

h. Location Course Military Articles and Service List MASL) Code. An alphanumeric code to identify courses offered to international students as approved by Navy International Programs Office (IPO). The MASL process is managed by NETSAFA.

i. Functional Course Duration. The authorized course length presented as the total number of calendar days of the course which includes the number of instructional days plus weekends, and includes the convene date and graduation date.

CNETINST 1510.1F  
15 April 1997

j. Class Convene Date. The date a class is scheduled to convene.

k. Class Graduation Date. The date a class is scheduled to graduate.

l. Training Requirements and Training Operations Plan. Displays, by fiscal year, the total training requirement and operating plan separately by service category. This data is available for current fiscal year and all outyears. Two previous years of historical data are also available. The Training Operations Plan is the planned number of students to be trained during the fiscal year.

m. Class-Quota Planned Quantity. A breakdown of the Training Operations Plan by class and service category for the fiscal year. This breakdown displays the planned number of students to be trained in a particular class convening.

n. CCA. This responsibility normally lies with the cognizant functional commander (FCDR) and for the purposes of NITRAS is responsible for overall reporting and accuracy of the curriculum data maintained within the system. A designated CCA exercises executive control over course planning and development, curriculum life cycle maintenance, and horizontal coordination with other commands responsible for providing resource support for course training facilities.

o. Class Fiscal Year Date/Class Sequence Identifier. A numeric class identification code: the first four positions of the class number represent the fiscal year of the class convening date; the last three positions of the class number identify each sequentially scheduled class to convene in the fiscal year.

p. CCMM. Responsible for maintenance and revision of curriculum assigned by the FCDR. The CCMM provides for the CCA, the coordination of curriculum changes and ensures standardization of the curriculum in all participating schools (locations). The CCMM is also responsible for standardization of certain information at the course and CDP level.

q. Service Category/Component (SCAT) Code (formerly Student Origin Code). A 5-level grouping that identifies a particular type of student for a specific type of training user. Each level is defined as follows: Command The identifies whether the allocation is for DoD, non-DoD, or Foreign Military Sales personnel.

r. Enrollments. The number of students that actually began instruction during a particular reporting period.

s. Graduates. The number of students that actually completed instruction during a particular reporting period.

t. Attrites. The number of students dropped from a course of instruction during reporting period. Attrites are further sub-categorized into the type of attrition, academic, non-academic, or disenrolls, each of which is further sub-categorized into a specific reason for attrition.

u. Setbacks. The number of students set back to later classes within the same course. These setbacks are sub-categorized to identify the reason for setback as being academic or nonacademic and further sub-categorized into a specific reason for the setback.

v. Man-days. Determined by-counting the number of students attached to the training activity, or to the CDP specifically; for each day of a reporting period and totalling that daily count for the report period. Man-days are utilized in computing Average On Board (AOB) statistics.

w. AOB Under Instruction (UI). The average daily number of students and trainees actually UI during the reporting period.

x. AOB Awaiting Instruction [AI]. The average daily number of students and trainees who have reported on board but have not yet commenced instruction during the reporting period.

y. AOB Interruption of Instruction (II). The average daily number of students and trainees who are not under instruction due to an II within a course during the reporting period.

z. AOB Awaiting Transfer (AT). The average daily number of students and trainees who are not UI but are awaiting orders or administrative processing during the reporting period.

aa. Accelerated Student. A student who is capable of progressing faster than the class and is accelerated into another class that is already in session.

bb. Officer Course Code. A service school code assigned to a Particular officer course by BUPERS and is used as an Officer's Course History Code.

cc. Person Event Code (formerly Student Action Code). Indicates the type of student accounting action that occurred for the student on a given date (for example: setback, accelerated, attrited, graduated).

dd. Course Event Period Quantity. Constructed to reflect the number of periods (50 minutes instruction and 10 minutes break) which are spent at each ratio of students to instructor for the particular course. This data is utilized for computations of instructor requirements.

CNETINST 1510.1F  
15 April 1997

ee. Functional Course Duration Instructional Day Quantity.  
Actual number of work days the class is in shifts excluding weekends and holidays.

ff. Functional Course Duration Mobilization Day Quantity  
The planned course length for the class in the event of mobilization.

gg. Course Mobilization Type Code. Coding used to designate particular courses of instruction that will be canceled, modified, or surged in the event of a mobilization.

hh. Location Course Capacity Maximum Daily Session Quantity.  
The number of times a course may be convened on any given day.

ii. Location Course Capacity Maximum Student Quantity.  
Provides class capacity data for the current fiscal year and all outyears. The sets of data describe ability to train in terms of personnel, equipment, and training space resources.

jj. Skill Training Path Identifier (Pipeline Umbrella).  
Administrative course - identifies a series of two or more actual courses (segment courses) which are generally taken with little or no break in the process but not necessarily taken in the same sequence by all students.

kk. Skill Training Path Sequence Identifier. A value that defines the order within a pipeline that a course in a formally established umbrella should normally be taken.

ll. Quota Allocation Category (QAC) Defines a specific type of student for which class seats must be reserved and allocated for training. Each QAC is (1) established during the training requirements definition process and is utilized throughout the feasibility planning process, (2) spread to the class schedules during generation of the student input plan, and then, (3) released to the quota management/reservation system components for monitoring quota utilization and tracking specific reservations to each class during the execution year. The QAC is comprised of several separately maintained values as follows:

Fiscal Year (FY) - identifies the FY that this allocation applies.

Operations Type - identifies whether this allocation is a requirement or a plan.

Service Primary Component - identifies whether the allocation is for REGULAR, RESERVE, TAR, ROTC, NATIONAL GUARD, etc., students.

Service Secondary component - identifies whether the allocation is for AIR, SURFACE, SUBSURFACE, etc., students.

CNETINST 1510.1F  
15 April 1997

Service Program Type - identifies whether the allocation is restricted to various programs such as 2YO, 3YO, 4YO, 5YO, 6YO, R1, R2, Midshipmen, Sea Cadet, etc., students.

Person Service Status - identifies whether the allocation is restricted to enlisted personnel, officers, or warrant officers.

Rate - identifies whether the allocation is restricted to a certain rating.

Gender - identifies whether the allocation is restricted to a certain gender.

Country - identifies whether the allocation is restricted to a certain country (particularly Foreign Military Sales).

Pipeline - identifies whether the allocation is restricted to a certain pipeline.

Student Source - identifies whether the allocation is restricted to a certain source such as recruits, fleet returnees Job Oriented Basic Skills (JOBS) program, Targeted "A" School Program (TASP), USMC retrainers, etc.



GLOSSARY OF ACRONYMS

ADP Automated Data Processing

AID Automated Information System

AOB Average-On-Board

NUI - Not Under Instruction  
AI - Awaiting Instruction  
AT - Awaiting Transfer  
II - Interruption of Instruction

UI - Under Instruction

ARB Academic Review Board

CANTRAC Catalog of Navy Training Courses

CCA Curriculum Control Authority

CCB Configuration Control Board

CCMM Course Curriculum Model Manager

CDP Course Data Processing Code

CIN Course Identification Number

CISO Curriculum and Instructional Standards Office

COI Course of Instruction

CPATS CNET Program Automated Tracking System

DOT Director of Training

DSS Decision Support System

FCR Formal Course Review

IIC INTRPD Integration Counsel

INTRPD Integrated Navy Training Requirements, and Planning Database

IPO International Programs Office

ITRO Interservice Training Review Organization

JOBS Job Oriented Basic Skills

CNETINST 1510.1F  
15 April 1997

LCM Life Cycle Management

MCRF Master Course Reference File

NEC Navy Enlisted Classification

NITRAS Navy Integrated Training Resources and Administration System

NDS NITRAS Distribution System

NTAS Navy Training Assessment System

NTQMS Navy Training Quota Management System

NTRR Navy Training Requirements Review

NTRS Navy Training Reservation System

PM Program Manager/Management

PMF Pipeline Management File

POM Program Objective Memorandum

QAC Quota Allocation Category

QCA Quota Control Authority

QMA Quota Management Authority

SCAT Service Category/Component Code:

SIP Student Input Plan

SMF Student Master File

STASS Standard Training Activity Support System

TA Training Agency/Agent

TASP Targeted "A" School Program

TOURS Training Oriented User Resource Scheduler

TPC Training Program Coordinator

TSA Training Support Agents

TSF Training Summary File

UM Umbrella Manager

URG User Review Group

CHARTER

Navy Integrated Training Resources and Administration System  
(NITRAS)  
Configuration Control Board (CCB)  
(revised 15 August 1994)

1. Official Designation. The official title of the committee is the NITRAS Configuration Control Board.

2. Objectives and Scope

2.1 Objectives. The objective of the committee is to serve as a advisory group consisting of highly qualified management personnel knowledgeable in the area of Manpower, personell and training. The committee will monitor the effectiveness of NITRAS and provide functional guidance in the concept development, definition, design, application. development testing, operation and maintenance of the system. Specific responsibilities of the committee are:

a. Evaluate proposed changes to the technical and functional scope of the system.

b. Prioritize proposed major changes and enhancements.

c. Develop plans, guidance, and policies for the system. Refer any proposals and recommendations that will significantly impact resources and/or policy to the NITRAS Executive Steering Group for decision.

d. Participate in formal technical and milestone reviews.

e. Coordinate functional requirements of users with functional commands.

f. Review Life Cycle Management, project and system documentation.

g. Ensure the NITRAS provides data required to manage the Navy-wide schoolhouses/training activities on a day-to-day basis.

h. Ensure training managers, Navy and DoD-wide, are provided with timely information, as required, to make management decisions, allocate resources, and establish training policy.

i. Function as a sounding board for discussion of prioritized NITRAS issues raised by User Review Groups (URGs) presented by representatives of each Training Agency.

j. Ensure the NITRAS II development effort proceeds in a timely manner via prioritization of workload and allocation of required resources.

CNETINST 1510.1F  
15 April 1997

2.2 Scope. The scope of the committee is to provide high level, experienced functional expertise representing the NITRAS user community to provide guidance and establish policy for the system.

3. Life of Committee. The committee is established for a minimum period of two years, with yearly extensions as deemed necessary.

4. Sponsors. The sponsors of the committee are CNO Director of Naval Training (N7) and CNET. CNET (ETIS) is the CCB Chair.

5. Membership. The following Training Agents and commands will comprise the permanent membership of the committee and, as a matter of normal business, will designate an appropriate representative to attend all meetings:

Training Agents (Representative)

1. CNET Principal Representatives:
  - a. CNET (Rep: ETE, OTE, and SHOP Divisions)
  - b. CNATRA
  - c. Commander, NETC
2. BUMED
3. COMNAVRESFOR

Fleet CINCs (Type Commanders Representative)

1. CINCLANTFLT (Rep: AIRLANT)
2. CINCPACFLT (Rep: AIRPAC)

Other Commands (Principal Representative)

1. BUPERS
2. COMNAVCRUITCOM
3. Commandant, US. Marine Corps

Associate Commands

- a. Commanding Officer, NETSAFA
- b. Commanding Officer, NETPDTC

CH- 1

NOTE : Members must be present to Vote. As the committee undertakes various initiatives in relation to the NITRAS redesign effort, the need for additional expertise in other functional areas or at different levels may require changes to the standing committee. All additions/deletions and changes to members will be made only after approval by the membership and the office affected. CNET (ETIS) will provide the swing vote if required.

6. Responsibilities

- a. The Committee Chairperson (s) will:

- (1) Schedule and coordinate committee meetings.
- (2) Report the recommendations/findings of committee meetings.
- (3) Track and publish progress reports.

NOTE : A copy of all relevant correspondence will be provided to the Chairperson for use in tracking and publishing progress reports and for entry into the project folder.

- b. Membership, as defined above, will:

- (1) Attend all meetings.
- (2) Identify functional requirements
- (3) Assign in-house personnel to the project, as required/available.
- (4) Provide support/guidance in their area(s) of expertise.
- (5) Represent their command on all issues which affect the NITRAS goals and objectives or refer the issue to the appropriate authority, via their chain of command, for resolution/appropriate action.

- (6) 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.



**CHARTER**

Navy Integrated Training and Resource Administration System  
(NITRAS)  
User Review Group (URG)

1. Official Description. The official title of the committee is each Training Agent/Functional Commanders NITRAS II User Review Group (URG).

2. Objective. The objective of each URG is to serve as a forum to monitor the effectiveness of NITRAS II from a user perspective to ensure the training mission is enhanced. Each Training Agent/functional commander is responsible for presenting recommendations for improvements, enhancements, and modifications to the system via the NITRAS II CCB. Specific responsibilities of the URG include:

a. Perform the function of Quality Assurance, in concert with CNET/NETPDTC, over NITRAS II implementation while ensuring day-to-day training operations are accomplished effectively for each Training Agent/functional command's activities and courses. Recommend proposed improvements, enhancements, and modifications to the system as appropriate.

b. Review guidance and policies for NITRAS II development, implementation and operational support.

c. Establish procedures to periodically review data integrity and direct corrective action as necessary.

d. Monitor proposed plans for proposed major changes, enhancements, and problem resolution status on a recurring basis.

e. Ensure NITRAS II user training for each command is provided to each training activity on a routine basis, monitor schedules and accomplishment, as required, to make management decisions, allocate resources, and establish training policy.

f. Provide representative(s) from the URG to serve on the NITRAS II (CCB).

3. Life of URG. The URG is established for the life of the system.

4. Sponsors. The sponsor of the URG is the Training Agent (i.e., CNET ETE/OTE and SHOP Divisions are the primary sponsors for NAVEDTRACOM courses) .

5. Membership. The membership of the URG will be composed of a chairperson, secretariat, and a technical advisor as well as representatives from command representatives selected by CNET SHOP Division.

CH-1

CNETINST 1510.1F  
15 April 1997

6. Responsibilities

a. The URG chairperson will:

- (1) Schedule and coordinate URG meetings.
- (2) Ensure all appropriate members have had an opportunity to provide input to and review the URG Meeting Agenda.
- (3) Report the recommendations/findings of meetings and track action items and monitor progress reports.
- (4) Request, as needed, appropriate functional and technical representatives attend URG meetings to discuss URG issues.

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

- (1) Schedule URG meetings and arrange for attendance by appropriate members.
- (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. The Technical Advisor, in close coordination with NETPDTC, provides technical advice to the URG. The Technical Advisor will:

- (1) Provide technical advice on proposed changes to NITRAS II which enhance system hardware and software capabilities.
- (2) Review proposed changes to NITRAS II 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 Automated Information System specifications, standards, and directives.

d. Membership from the functional commands/training activities using NITRAS II will:

- (1) Attend meetings as necessary.
- (2) Identify functional requirements.

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

(4) Represent their command/activity on all issues which affect the NITRAS II 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.

(6) Ensure issues/problems are coordinated among all members prior to final recommendation to the CCB for corrective action,

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

8. Instructions/Guidelines. The URG will ensure the NITRAS II functionality supports each training agent/functional command's requirements as set forth in the current edition of reference (f) and the NITRAS II User Manuals.

9. Meetings. The URG Chairperson will schedule URG meetings a minimum of once a quarter or more frequently if deemed necessary. Each training agent's URG chairperson may schedule regional URG meetings of their functional commander URGs as necessary.



FORMS/USER MANUAL AVAILABILITY

1. NITRAS II Reporting Guidelines/Queries The NITRAS II system has been designed so that a user can execute a query or report to look at specific pieces of information related to their operation. Consequently, instead of NETPDTC "pushing" reports to users at specified intervals, the user will be running queries or reports to "pull" the data as needed" for viewing and printing. The user will be able to print the data on local printers if a hard copy is needed but it will not be necessary to print the volumes of paper as in the past. Once a user is implemented on NITRAS II and STASS, that activity will be removed from the NITRAS Distribution System (NDS). Until all training activities have access to STASS, NETPDTC will continue to prepare and forward essential NITRAS II reports previously produced by the MCRF, SMF, PMF, and TSF subsystems to the user as defined in NDS.

2. CANTRAC Reporting Guidelines/Queries

a. Changes to Volume I. Submit in narrative form typed on activity letterhead or Editing Instructions block of CNET-GEN 1500/19 and forward to the Commanding Officer, NETPDTC via functional commander, or other authoring command.

b. Changes to Volume II

(1) New Courses. For new course additions to CANTRAC, use CNET-GEN 1500-19 to input CANTRAC peculiar data items. (Forward typed or legibly written original only.) A course description will not be available in the system until a completed CNET-GEN 1500/19 is received. If a course is active, the description should be immediately forwarded. If the course status is planned, the description should be submitted to coincide with the effective status date and the next CANTRAC publication update.

(2) Course Data Changes. For course changes which are peculiar data items to CANTRAC, enter "X" in the change block on CNET-GEN 1500/19 and complete CIN and TITLE blocks, then those items being changed. These items may be submitted in their entirety regardless of the extent of the change(s) or with specific instruction concerning which information is to be added or changed. Example: Add the following to existing data in Quota Control block, "DSN XXX-XXXX."

(3) Course Deletions. The official notification of a course deletion in its entirety to NITRAS II will automatically delete the course from the catalog.

CNETINST 1510.1F  
15 April 1997

3. Forms/Manuals Ordering Guidelines. NITRAS II and CANTRAC forms and desktop user guides may be obtained via informal--memo or by phoning the NITRAS Management Office, DSN 922-1982, commercial (850) 452-1982. The address for sending NITRAS II/CANTRAC hard copy reports or material order requests is:

Commanding Officer  
CANTRAC/NITRAS Management Office  
NETPDTC (Code N623)  
6490 Saufley Field Road  
Pensacola, FL 32509-5237

- a. NETPDTC 1510/17, NITRAS MCRF Course Data
- b. NETPDTC 1510/17A, NITRAS MCRF Class Schedule
- c. NETPDTC 1510/17B, NITRAS MCRF Operations /Requirements  
Plan
- d. NETPDTC 1510/17C, NITRAS MCRF Quota Spread
- e. NETPDTC 1510/17E, NITRAS MCRF Automatic Class Schedule
- f. NETPDTC 1510/17F, NITRAS MCRF Course Lengths/Capacities
- g. NETPDTC 1510/17G, NITRAS MCRF Course Long Title
- h. NETPDTC 1510/2, NITRAS SMF Rosters
- i. NETPDTC 1510/3A, NITRAS Pipeline
- j. NETPDTC 1510/4, NITRAS Training Summary File
- k. CNET-GEN 1500/19, CANTRAC Change Form