



DEPARTMENT OF THE NAVY

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

CNETINST 1543.4D
ETE3

04 APR 2001

CNET INSTRUCTION 1543.4D

Subj: TECHNICAL TRAINING EQUIPMENT (TTE)

Ref: (a) OPNAVINST 1500.76
(b) OPNAVINST 1500.48
(c) Department of the Navy, Financial Management Policy Manual
(d) OPNAVINST 11102.1
(e) OPNAVINST 1500.44A
(f) NAVSEAINST 04-4734
(g) CNETINST 3040.1
(h) CNETINST 10170.2F

Encl: (1) Definitions
(2) TTE Support Requirements
(3) TTE Sustaining (Delivery) Requirements
(4) Redistribution/Disposition of On-Hand TTE
(5) Requesting TTE Engineering and Technical Services
(6) Training Support Package (TSP)
(7) Guidance for Submission and Tracking of GPETE Acquisition Requirements
(8) Calibration Laboratory Establishment and Operation
(9) Sample Technical Training Equipment Sustaining (Delivery) and Support Form (OPNAV 1500/40 (8/97))

1. Purpose. To promulgate specific TTE management responsibilities and provide procedures to report, acquire, manage, redistribute, support, dispose of, and replace TTE and TTE support items as required by reference (a). This instruction has been substantially revised, so it should be reviewed in its entirety.

2. Cancellation. CNETINST 1543.4C

3. Scope

a. This instruction applies to Naval Education and Training Command (NAVEDTRACOM) surface and submarine training programs. This instruction does not apply to Naval Medical Training, Fleet Ballistic Missile Strategic Weapons Programs, or Naval Flight Training Programs. Responsibility for providing cryptologic TTE support varies with application (tactical or strategic). Reference (b) addresses these circumstances and augments this instruction.

b. The Department of Energy has cognizance over the development of training systems for Naval Nuclear Propulsion Plant operators. These systems are not covered by this instruction.

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c. Upon Chief of Naval Operations (CNO) approval to develop a training device, the device acquisition agent will identify the TTE to be provided as Government Furnished Equipment (GFE) required to support the training device. Embedded TTE (GFE) is included under the provisions of this instruction.

4. Definitions. Definitions of applicable terms are found in enclosure (1).

5. Background

a. Reference (c) (Military Training Facilities, Equipment, and Support Costs) establishes responsibilities related to the training and education of military personnel. In general, the Training Support Agent (TSA) will provide the Training Agent (TA) with required training equipment and support items. In this instruction, the term TSA will generally refer to Commander, Naval Sea Systems Command (COMNAVSEASYS COM) or Commander, Space and Naval Warfare Systems Command (COMSPAWARSYS COM), and the term TA will refer only to Chief of Naval Education and Training (CNET).

(1) For TTE, the TSA will procure, modify, modernize, overhaul, initially outfit, install, alter and convert facilities; remove and reinstall equipment; provide initial equipment training and initial curricula materials; and prepare maintenance and operations technical manuals.

(2) For TTE, the TA will house the equipment, provide organizational and intermediate maintenance, remove and reinstall (when performed solely for the convenience of the TA), perform follow-on training, do curriculum update for non-Navy Training System Plan (NTSP) alteration, and provide supplies and training materials for day-to-day training operations.

b. References (a), (d), and (e) task TAs (CNET) and TSAs with providing timely data on TTE requirements and coordinating the related planning, programming, and budgeting.

6. TTE Support Requirements. CNET Logistics Support Managers (East/West Coast) and CNET direct reporting activities will identify TTE support requirements in accordance with guidance found in enclosure (2). Sample forms are found in enclosure (9).

7. TTE Sustaining (Delivery). CNET Logistics Support Managers (East/West Coast) and CNET direct reporting activities will identify TTE required for replacement or augmentation purposes. Guidance is found in enclosure (3). Sample forms are found in enclosure (9).

8. Redistribution and Disposition of On-Hand TTE. CNET Logistics Support Managers (East/West Coast) and CNET direct reporting activities will dispose of TTE no longer required. Transfer of excess TTE to activities where it may be better utilized ensures

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effective Navy-wide use. Enclosure (4) provides guidance for screening and redistribution of excess TTE. Final disposition will be as directed by the TSA.

9. Depot Level Technical Assistance. Requests for Depot Level Technical Assistance should be limited to problems exceeding the training activities' technical capabilities. Enclosure (5) provides guidance for requesting TSA technical assistance.

10. Training Support Package (TSP). Enclosure (6) identifies specific logistics items required to support TTE installations. CNET Logistics Support Managers will ensure the receipt of TSP line items.

11. Guidance for Submission and Tracking of General Purpose Electronic Test Equipment (GPETE) Acquisition Requirements. Enclosure (7) provides specific guidance for submitting and tracking GPETE acquisition requirements. Sample forms are found in enclosure (9).

12. Calibration Laboratory Operation. Reference (f) establishes policy and assigns responsibilities for managing and operating the NAVSEA Metrology and Calibration program. CNET guidance for establishment and operation of calibration laboratories is contained in enclosure (8). Training activities currently designated as authorized calibration laboratories are listed in this enclosure.

13. Configuration Management and Inventory Management of TTE. As noted in reference (a), TSAs are responsible, in coordination with the TA, for maintaining a TTE inventory file on equipment that they support and for ensuring that the configuration of cognizant TTE is maintained at the appropriate level for training to various fleet configurations. CNET maintains an inventory of training equipment end items in the NAVEDTRACOM training activities in the Centralized Training Equipment Management (CENTRA) Automated Data Processing (ADP) System as described in reference (h). TTE configuration data will be provided by each training activity to Configuration Data Managers, as requested. CENTRA inventory data may be provided to Configuration Data Managers, as requested.

14. Action

a. NAVEDTRACOM training activities and other entities designated herein shall participate in the processes and follow the procedures established in enclosures (2) through (9).

b. Casualty reports (CASREPs) concerning TTE shall be submitted per reference (g). Activity training equipment CASREPs, UPDATES, and Casualty Corrections (CASCORS) should include their chargeable Unit Identification Code (UIC) in the MSGID line (e.g., MSGID/CASREP/0580A SERVSCOLCOM GREAT LAKES/27// would be MSGID

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line of a CASREP submitted by Service School Command, Great Lakes).

15. Report and Form

a. The reporting requirement in this instruction is exempt from reports control per SECNAVINST 5214.2B.

b. OPNAV 1500/40 may be obtained through normal Navy supply channels.



D. L. BREWER, III
Vice CNET

Distribution (CNETINST 5218.2D):
List II

Copy to:

SNDL A3 (CNO (N76, N77, N78)), FA8 (FTSCLANT (4123)), FB8 (FTSCPAC (404)), FE1 (COMNAVSECGRU), FF38 (USNA), FF42 (NAVPGSCOL), FF44 (NAVWARCOL), FG1 (COMNAVCOMTELCOM), FKA1A (COMNAVAIRSYSCOM (APC-205)), FKA1B (COMSPAWARSYSCOM (04L-2)), FKA1C (COMNAVFACENCOM (FAC-065)), FKA1F (COMNAVSUPSYSCOM (SUP-032)), FKA1G (COMNAVSEASYSCOM (04L, SEA 92L)), FKP21 (NAVSEALOGCEN), FT2 (CNATRA), 21A1 (CINCLANTFLT), 21A2 (CINCPACFLT), 23C (COMNAVRESFOR), NAVSEA DAM NECK
CBTDIRSYSACT (60DN20S)

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DEFINITIONS

1. CNET Logistics Support Managers (East Coast and West Coast). For purposes of this instruction, these positions are defined as Logistics Support Managers, reporting directly to CNET (ETE3), which are located (for administrative support only) at FLEASW-TRACEN San Diego, CA and at FCTCLANT Virginia Beach, VA. These positions coordinate and manage the training logistics support for surface training activities on the East Coast and West Coast, as assigned to them by CNET.
2. Electronic Test Equipment (ETE). Test equipment that generates, modifies, or measures a range of electronic functions.
 - a. General Purpose Electronic Test Equipment (GPETE). ETE which may be used to test two or more equipments or systems of basically different design by generating, modifying, or measuring a range of electronic functions.
 - b. Special Purpose Electronic Test Equipment (SPETE). ETE that is designed to generate, modify, or measure a range of functional parameters for a single electronic system or equipment.
3. Equipment Facilities Requirements (EFR) Plan. A document which, in support of TTE, training device, and related logistic support procurement, lists the complete facility requirements for installation of equipment, associated logistic support elements, and transfer of training responsibility from the TSA to the TA. OPNAVINST 11102.1 and CNETINST 11102.2C refer.
4. Equipment Requirements List (ERL). Generated for naval aviation training activities; this is the equipment required to meet the learning objectives of a given course.
5. Fault Insertion Device (FID). A training aid comprised of circuit cards, cables, power supplies, and remote control consoles, or a combination thereof used to insert faults in a set of operational equipment. Components that are not part of the operational equipment but are used for fault insertion are considered part of the FID. The provision of FIDs with initial TTE is a TSA responsibility.
6. Calibration Laboratory. Activities that possess the unique skills and authorized standards required to calibrate and perform minor repair on electronic and mechanical test equipment.
7. Initial Operational Capability (IOC). Attainment date of a new weapon system capability that can be effectively maintained and supported.

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8. Metrology Automated System for Uniform Recall and Reporting (MEASURE). MEASURE is an information system for the collection of technical and management data in support of the Metrology Calibration (METCAL) program. MEASURE additionally supports the Test and Monitoring Systems (TAMS) portion of the METCAL program. Measure is centrally managed by COMNAVAIRSYSCOM (NAVAIR 3.6.5) and provides a Navy-wide standardization program for:

- a. Calibration/recall scheduling
- b. Calibration actions documentation
- c. Repair actions documentation
- d. Activity equipment inventory

9. Minor Repair/Calibration (MR/CAL). The MR/CAL program provides for minor repair and calibration of test equipment located in all shore-based training activities.

10. Navy Training Systems Plan (NTSP). The principal document for defining manpower, personnel, and training requirements for new developments, including the resources (billets, training material, military construction) necessary to support the training program. The NTSP is a life cycle document that first identifies the resources required to establish a training program and then identifies resources necessary to maintain an effective training program through the life cycle of the new development. Reference (a) applies. An NTSP controls the planning and implementing activities for meeting the MPT requirements of the new development, to produce trained personnel required to install, operate, maintain, or otherwise use the new development being introduced into the Navy.

11. Planned Maintenance System (PMS). PMS is the Navy-wide system developed to provide the user with a standard means for planning, scheduling, controlling, and performing planned maintenance on all equipment. System requirements are defined in OPNAVINST 4790.4C.

12. Pre-Faulted Module (PFM). A training aid that consists of any replaceable component (including fuses) or module of technical training equipment purposely faulted to exhibit a specific malfunction.

13. Principal Development Activity (PDA). The agency assigned by the CNO sponsor to undertake the management and technical responsibilities associated with development within the approved plan.

14. Ready for Training (RFT). The date a new training course or capability will be available for training purposes. All aspects of the capability must be ready including building completion, device or equipment installation and checkout, instructors,

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curriculum materials, etc. This is the ultimate planning date for training facilities.

15. Shore Test Equipment Allowance Program (STEAP). This program establishes policy, procedures, and responsibilities for the development and maintenance of ETE allowances for shore activities. This program is currently being merged within the NAVSEA Test, Measuring and Diagnostic Equipment (TMDE) program, as part of their allowancing and acquisition process.

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

17. Technical Training Equipment Sustaining (Delivery). Augmentation training equipment and replacements for equipments that are obsolete, beyond economic repair, or additional quantities are needed due to course expansion. The requirement for sustaining (Delivery) TTE is identified through sources other than the NTSP. Cognizance codes for sustaining TTE are: 2F, 2J, 2S, and 2Z as described in enclosure (2).

18. Technical Training Equipment Support. The installation, overhaul, major repair, calibration, removal, and reinstallation of TTE.

19. Training Agency (TA). An office, command, or headquarters exercising command of and providing support to some major increment of the Navy's formalized training effort. In this instruction, the term "TA" will refer only to CNET.

20. Training Device or Simulator. 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. For the purpose of this instruction, the term training device will include training simulators.

21. Training Support Agency (TSA). An office, command, or headquarters responsible for providing material and other forms of support to the TAs.

22. Training Support Package (TSP). Those support items necessary to maintain the TTE or training device in an operable condition and the curriculum material essential to conduct the training course. Included are spare parts, tools, test equipment, support equipment, technical data, software (operational and maintenance) as well as course instructor guides, trainee handouts, handbooks, training films or tapes, transparencies, or other material required to conduct training.

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23. NAVSEA Test, Measuring and Diagnostic Equipment Program (TMDE). The NAVSEA agency (NAVSEA 04L11) responsible for the acquisition and fielding of all GPETE and calibration standards in support of prime systems in the Fleet and its associated training. This program has designated NAVSEA Port Hueneme as its In-Service Engineering Agent (ISEA) for all technical issues.

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TTE SUPPORT REQUIREMENTS

1. General. CNET identifies TTE support requirements to the appropriate TSAs for timely insertion into the planning, programming, and budgeting system. Requests for TTE support require full justification to successfully compete for OPNAV sponsor resources.

2. Types of TTE Support Requirements. TTE support requirements include installation, overhaul, major repair, calibration, and removal of TTE.

3. Method of Submission and Tracking

a. All TTE support requirements should be submitted by the training activity on OPNAV 1500/40 (enclosure (9)) to the cognizant CNET Logistics Support Manager (East/West Coast) or to CNET headquarters (ETE3) by direct reporting activities.

b. The CNET Logistics Support Managers (East/West Coast) or CNET headquarters (for direct reporting activities) will review and validate all requests for support and forward validated requirements to the cognizant SYSCOM or applicable Program Manager. Copies of sustaining TTE (delivery) requirements and TTE overhaul requirements will be provided to NETPDTC (N624) for entry into the CENTRA database, as applicable.

c. The SYSCOM or applicable Program Manager will screen the requirements for technical validity and data verification. Requirements with incomplete or inaccurate data will be resolved through direct liaison with the CNET Logistics Support Manager (East/West Coast) or direct reporting activity, as applicable. If necessary, the OPNAV 1500/40 may be returned to the training activity for additional information.

4. Prioritization of Requirements

a. Planning, programming, and budgeting for TTE support requirements are TSA or major Program Manager responsibilities. Prioritizing the validated requirements is the joint responsibility of CNET, as the TA, and the appropriate SYSCOM or major Program Manager, as the TSA.

b. CNET and the TSA will develop applicable TTE support program execution priorities annually for the upcoming fiscal year (FY) and out-years as needed by the TSA for planning, programming, and budgeting of funds. Priorities will be entered into the CENTRA System as required in reference (h), as applicable.

c. The TSA, in coordination with CNET, will apply available resources to prioritized lists for planned accomplishment in the execution year.

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d. Emergent requirements necessitating adjustments to the execution year program will be considered on a case-by-case basis in relation to established priorities. Reprogramming actions will be coordinated between the TSA and CNET.

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TTE SUSTAINING (DELIVERY) REQUIREMENTS

1. General. CNET must submit TTE sustaining (delivery) requirements to the appropriate TSA for timely insertion into the planning, programming, and budgeting system. Careful attention must be employed to ensure the requirements are valid and complete to satisfy training needs.

2. Types of TTE Delivery Requirements. TTE delivery requirements fall into two categories:

a. The major category of TTE delivery is acquired through the NTSP process described in reference (a). All TTE delivery requirements listed in approved NTSPs will be procured and provided by the cognizant TSA. No requisition action by the NAVEDTRACOM is required. OPNAV Form 1500/40 is not submitted for TTE required by the NTSP.

b. The other category of TTE delivery is for requirements identified outside the NTSP process. This TTE is commonly referred to as "sustaining" TTE. All sustaining TTE will be "investment" as defined in reference (c) and indicate a SYSCOM headquarters as being both the technical manager and inventory manager. Items assigned to a SYSCOM field activity (e.g., NAVICP-M, NAVICP-P, etc.) will not be submitted as TTE (this equipment will be requisitioned in accordance with established NAVSUP procedures). Cognizant (COG) codes acceptable for submission as TTE sustaining (delivery) requirements are:

(1) NAVSEA

Major Shipboard Electronic Equipment	- COG 2F
Major Shipboard Ordnance Equipment	- COG 2J
Major Shipboard Hull, Mechanical, and Electrical (H, M&E) Equipment	- COG 2S

(2) SPAWAR

Shore Ground and Shipboard Electronic Equipment	- COG 2Z
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(3) COMMERCIAL/OTHER COGNIZANCE SYMBOL EQUIPMENT

Requests for commercial items not available in the supply system or cognizance code equipment not identified above, which result from changes in training requirements imposed by the OPNAV sponsor, shall be addressed to the OPNAV sponsor in formal correspondence via CNET with full justification. OPNAV Form 1500/40 should be completed and submitted with this letter so that the requirement may be entered into the tracking system.

Enclosure (3)

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3. Method of Submission and Tracking. Training activities must identify all TTE sustaining (delivery) requirements by completing OPNAV Form 1500/40 (enclosure (9)). Requirements must be forwarded to CNET East/West Coast Logistics Support Managers (ETE3E/ETE3W) or to CNET headquarters (ETE3) by direct reporting activities, as applicable. Requirements must be submitted with sufficient lead-time to allow the necessary programming, budgeting, and procurement actions to be completed (2-3 years may be required).

a. CNET will validate TTE sustaining (delivery) requirements, ensure the accuracy and completeness of the OPNAV Form 1500/40, and forward requirements to the applicable TSA or major Program Manager. Copies will be provided to the Program Sponsor and CNO (N7), except for new and modernization TTE requirements already documented in NTSPs and ERLs. Copies will also be provided to NETPDTC (N624).

b. NETPDTC (N624)) enters the information into the CENTRA System database for tracking of requirements.

c. The TSA will screen the requirement for technical validity and proposed procurement actions. The TSA will return a copy of the OPNAV Form 1500/40 to CNET, with Part IX (SYSCOM Review) completed to provide procurement status feedback. CNET will return a copy of the OPNAV 1500/40 to NETPDTC for use in updating the CENTRA System database.

4. Revalidating Requirements. Sustaining TTE delivery requirements that remain in CENTRA over 3 years because they have not been procured will be revalidated for current need or purged from the system. In March of each year, revalidation forms for requirements over 3 years old will be sent to cognizant activities for verification or cancellation of each requirement. Requirements that are not fully justified and revalidated will be canceled and removed from the CENTRA database.

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REDISTRIBUTION/DISPOSITION OF ON-HAND TTE

1. Background. TTE is provided and installed by NAVSEA, NAVAIR or SPAWAR as the TSA, to satisfy OPNAV directed training requirements. The training activity maintains and utilizes the TTE in support of training for as long as the training is required. When the training requirement is reduced or completed, TTE may become excess to the training activity. For purposes of this enclosure, GPETE will be treated like TTE. Management of Repair Parts or Maintenance Assist Modules (MAMs) that may become excess to the activities' requirements as a result of disposing of excess TTE are governed by this instruction and CNETINST 4400.1E.

2. Purpose. The objective of the TTE redistribution/disposition (removal) program is to ensure effective Navy-wide use of TTE by removing excess equipment from training activities and redistributing it to activities where it may be better used, or disposed of as directed by the TSA.

3. Responsibilities of Training Activities

a. Advise other training activities, by letter, of TTE which is excess to their training requirements and provide a copy to CNET (ETE3). A list of NAVEDTRACOM activities that should receive this letter is included as attachment (1) to this enclosure.

b. TTE (including GPETE) must be identified with a type or part number, COG symbol, national stock number, nomenclature, quantity available, location, condition code, and date equipment can be transferred. Condition codes assigned must be realistic, as over-classification may result in unwarranted shipping charges and delays in programming funds for major repairs or overhauls. MAMs and excess repair parts should be included on a separate but accompanying list and will require essentially the same data be provided as for the excess TTE.

c. The cover letter will establish a cut-off date for screening and forwarding of requests of not later than 30 days from the date of the letter, and include the statement that negative responses are not required. If the equipment can be used by any other training activity, its transfer is coordinated by the gaining and losing activities with a copy to CNET (ETE3) and the applicable TSA. Training activities should exercise their best judgment in determining priorities when duplicate requests for equipment are received. The cost of removal and reinstallation of TTE will be borne by the gaining activity.

d. After the screening period (30 days), the remaining excess TTE for which no request has been received will be reported to the cognizant inventory manager for disposition instructions. To get disposition instructions for NAVSEA,

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NAVAIR, or SPAWAR equipment, submit a letter of request for removal and disposition instructions to the appropriate SYSCOM or major Program Manager. Address this request to NAVSEA (04L1) for applicable surface TTE (or to the major Program Manager), NAVSEA (92L) for submarine TTE, or SPAWAR (04L-2) via CNET Logistics Support Managers (East/West Coast) or to CNET headquarters (ETE3) by direct reporting activities. For the remaining GPETE, contact the Commanding Officer, Fleet Technical Support Center, Portsmouth, VA. MAMs and repair parts not claimed by other NAVEDTRACOM activities will be disposed of in accordance with the procedures established in CNETINST 4400.1E. Instructions for the disposition of any cognizance code equipment other than those identified above are found in Chapter 5 of Afloat Supply Procedures (NAVSUP Publication 485). Disposition actions beyond the scope of this publication should be referred to the Inventory Control Point (ICP) of the equipment for resolution.

e. Gaining and losing equipment users must provide cognizant inventory managers a copy of the DOD Property Record (DD Form 1342) when TTE is carried as Plant Property. When excess TTE is Automated Data Processing Equipment (ADPE), inventory management, redistribution, and disposition are governed by CNETINST 5238.1A, Computer Resources Management.

f. In accordance with reference (h), activities must update the CENTRA training equipment inventory database when equipments are transferred or disposed of.

g. Additionally, equipment users must also ensure that the necessary OPNAV 4790/CK Configuration Change Forms are submitted, in accordance with OPNAVINST 4790.4C, to inform the Configuration Data Manager (CDM) and the supply system of equipment changes at the activity when TTE is either removed or added.

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EXCESS TTE, GPETE DISTRIBUTION LIST

USNA
NAVWARCOL
NAVPGSCOL
CNATRA
NETPDTC
NETC
NAMTRAGRU
NATTC
NAVCONSTRACEN Gulfport
NAVCONSTRACEN Port Hueneme
NAVCRUITRACOM
NAVDIVESALVTRACEN
NAVNUPWRTRACOM
NAVOSHENVTRACEN
NAVSCOLCECOFF
NAVSCOLEOD
NAVSCSCOL
NAVSUBSCOL
NAVSUBTRACENPAC
NAVTECHTRACEN Meridian
NAVTECHTRACEN Pensacola
NAVTECHTRAU Keesler AFB
NTC Great Lakes
SERVSCOLCOM Great Lakes
SWOSCOLCOM
FCTCLANT
FCTCPAC
FLETRACEN Norfolk
FLETRACEN Mayport
FLETRACEN San Diego
EWTGLANT
EWTGPAC
MINEWARTRACEN
FLEASWTRACEN
NMITC
FITCPAC
SUBTRAFAC Norfolk
NAVSUBTRACENPAC DET
TRITRAFAC Bangor
TRITRAFAC Kings Bay
FTSCLANT Norfolk
FTSCPAC San Diego
NAVSEALOGCEN Mechanicsburg
NETSAFA

Attachment (1)
Enclosure (4)

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REQUESTING TTE ENGINEERING AND TECHNICAL SERVICES

1. Background. The Navy mission requires that fleet and shore activities attain self-sufficiency in the operation and maintenance of weapons, equipment, and systems. However, complexity of new weaponry and limitations in manpower, training skills, and other resources impact the ability to achieve self-sufficiency.

2. Policy. NAVEDTRACOM activities will achieve in-house self-sufficiency as soon as possible in the operation and maintenance of installed TTE and training devices. Engineering technical services will be requested from the appropriate TSA only when the problem exceeds requestor's technical capabilities.

a. Requests for assistance in repair parts procurement will be directed to the designated ICP or Fleet Industrial Supply Center or Depot as applicable. Requests for engineering technical services are not to be used for repair parts deficiencies.

b. Approved requests for engineering technical services will be submitted by CNET Logistics Support Managers (East/West Coast) or CNET headquarters (ETE3), as applicable, to the appropriate TSA.

3. Action

a. Training Activities. Engineering and Technical Services may be requested in accordance with reference (g). CASREP message requests for such assistance will be directed to CNET (ETE3). Information in the CASREP remarks section should include: (1) full description of casualty, (2) actions taken by local activity to correct, (3) assistance required (if assistance from a specific NAVSEA, NAVAIR, or SPAWAR field activity is desired, so state), and (4) name and code of Training Activity Point of Contact (POC) with telephone number.

b. CNET. CNET will review, screen, and coordinate all requests for Engineering and Technical Services. If external assistance is required and approved, a message requesting assistance will be sent to the appropriate SYSCOM or SYSCOM agent, with a copy to the requiring activity.

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TRAINING SUPPORT PACKAGE (TSP)

The TSP is derived from Integrated Logistic Support (ILS) planning processes and consists of specific logistic items required to support training equipment and courses of instruction. While many TSP items are procured through centrally managed TSA programs, others are a responsibility of the cognizant Principal Development Activity/Program Manager (PDA/PM) who introduces and procures new system equipment.

a. Spare/Repair Parts. TSAs are responsible for providing the TA with initial outfitting repair parts for new or modified training equipment in time to meet the planned ready-for-training (RFT) dates.

b. Test Equipment. Test equipment consists of two separate categories:

(1) GPETE. GPETE initial outfitting requirements are centrally funded, managed, and procured by COMNAVSEASYS COM as the U.S. Navy Test, Measurement, and Diagnostic Equipment (TMDE) through the TMDE ISEA at NAVSEA Port Hueneme. These requirements include both the GPETE end items (which are mostly 7Z cog) and GPETE support items or piece parts (most of which are 1H, 9N, or 9V cog). These items can be electrical, electronic, or mechanical in nature.

(2) Special Purpose Electronic Test Equipment (SPETE). Navy policy is that use of SPETE will be minimized. The Major Program Manager or In-Service Engineering Agent who introduces SPETE with a major system has total life cycle support responsibility including documentation, initial outfitting, logistics support, and an orderly replacement program.

c. Curriculum Materials. All initial training curriculum materials, including initial course conduct and advisory services, are a responsibility of the TSA.

d. Technical Data/Publication/Manuals. These include all Technical Manual, Planned Maintenance System (PMS) documentation, Maintenance Requirement Cards, Maintenance Index Pages, etc., to be provided and are a responsibility of the TSA. Technical information may be delivered in electronic and paper forms.

e. Prefaulted Module (PFM)/Fault Insertion Devices (FID). Whether specified in the NTSP, ERL, or EFR, PFM/FID are a responsibility of the cognizant TSA to fund and procure.

f. Special Purpose Tools. These are a responsibility of the cognizant TSA to fund and procure as part of training equipment procurement.

Enclosure (6)

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g. Software. Operational and diagnostic software are the responsibility of the cognizant TSA to fund and procure with the training equipment.

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**GUIDANCE FOR SUBMISSION AND TRACKING OF
GPETE ACQUISITION REQUIREMENTS**

1. General. The Navy GPETE Program is managed and administered by COMNAVSEASYSKOM (SEA 04L1) as outlined in NAVSEAINST 9082.1B (DRAFT). This program provides for NAVSEA, NAVAIR (Air Traffic Control School only), and SPAWAR identification of initial outfitting requirements for training activities based on NTSPs, EFRs, ILSPs, and subsequent liaison with program offices. NAVSEA Dam Neck, at the direction of the NAVSEA TMDE ISEA, is designated the Training Logistics Element Manager (LEM). This function serves as a central point of contact for all NAVSEA training issues. Program goals are to reduce lead-time, improve quality, and ensure timely delivery of initial outfitting requirements to training activities. These goals are achieved by improving the quality of NTSPs, providing an orderly process for requirements identification, achieving timely input to the Program Objective Memorandum (POM) process, and establishing an automated requirements tracking system. This allows the SYSCOMs to identify the majority of the mechanical, electrical, and electronic test equipment requirements and "push" them to the training activities. This system reduces the training activity's requirement to submit an OPNAV 1500/40 for support, and further aligns the GPETE acquisition procedures with other elements of initial outfitting.

2. Methods of Requirements Identification. The procedures established within the program are:

a. NTSP GPETE Initial Outfitting Requirements. GPETE initial outfitting requirements for support of new training systems are developed by the cognizant SYSCOM, coordinated with the NAVEDTRACOM, and entered into the acquisition process. GPETE (7Z Cog) items and non-7Z GPETE initial outfitting items are budgeted and funded by the SYSCOMs. The equipment is provided without charge by the SYSCOMs directly to the user. Training activities are not required to submit OPNAV 1500/40 for NTSP GPETE requirements.

b. Sustaining GPETE Requirements. GPETE necessary for course expansions or new PMS requirements will be identified by the training activity via the submission of OPNAV 1500/40 to CNET. CNET will forward the forms directly to the applicable SYSCOM GPETE Training LEM.

3. Emergent GPETE Requirements. Emergent requirements can generally be defined as those requirements for the initial outfitting of training activities that were not included in Planned Program Requirements (PPRs) and have Required Delivery Dates (RDDs) that could not be met through the NTSP procedures. Emergent requirements for GPETE may occur when program documentation has been inadequately developed or GPETE requirements have not been correctly determined or reviewed. Emergent requirements may

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also occur when the program's RDD is moved up or when a new program, with an accelerated training schedule, is instituted. In order to meet the RDD in these cases, one of three procedures (listed below in order of preference) must be followed:

a. Obtain GPETE using emergent requirements identification process through the NAVSEA TMDE ISEA Technical Requirements Review Board (TRRB).

b. Arrange repositioning of GPETE from other training activities.

c. Obtain a loan of GPETE from the Program Manager's "pool" assets.

4. GPETE End Item Replacement (GEIR). GPETE that becomes damaged, lost or stolen, or is deemed Beyond Economic Repair (BER) qualifies as a replacement item. These GPETE requirements are not identified through use of OPNAV 1500/40. They are obtained via submission of a requisition in accordance with CNETINST 4419.1A. Funding for GPETE replacement items is centrally managed by CNET.

5. Obsolete and Obsolescent GPETE. Planned replacement of obsolete and obsolescent GPETE items is managed and funded by the SYSCOMs as support by the OPNAV Resource Sponsors.

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**CALIBRATION LABORATORY ESTABLISHMENT
AND OPERATION**

1. **Purpose.** Several technical training activities have significant inventories of test and measuring equipment (electronic and mechanical). This equipment is required to perform instruction on maintenance and operation of TTE and Training Devices. Establishment of on-site calibration laboratories has been found to be an expedient and cost effective way of repairing and calibrating these large inventories of test and measuring equipment. Effective operation of a Navy calibration laboratory will result in reduced cost, lower inventory requirements, and better availability of the equipment for use by the instructors.

2. **General.** Most training activity calibration laboratories are organizational level activities. There are intermediate level calibration laboratories established to facilitate expanded levels of calibration, manned by specially trained individuals, to repair and calibrate test and measuring equipment used by the training activities. Management of the NAVSEA Metrology Calibration Program is the responsibility of the Naval Sea Systems Command's Material Management Division (NAVSEA 04M1). Training activity calibration laboratories are expected to comply with NAVSEA instructions governing this program. A list of documents that reference laboratory operations, policies, and procedures is contained in the Joint Navy and Marine Corps Calibration Laboratory Audit/Certification Manual, NAVSEA 04-4734, Appendix A, Section 2: References.

a. Program life cycle support to the training community is provided by NAVSEA through NAVSEALOGCEN Mechanicsburg. Currently, Fleet Technical Support Centers Atlantic and Pacific assist NAVSEALOGCEN as Training Calibration Representatives (TCR). TCRs are assigned support responsibilities geographically: FTSCCLANT is responsible for training activities located from the Mississippi River East and FTSCPAC is responsible for those activities West of the Mississippi River. TCRs assist by managing funding and the scheduling of test equipment items that are beyond the capability of the cognizant laboratory or laboratory standards. TCRs also provide technical assistance and general program management as required by NAVSEALOGCEN.

b. A Calibration Certification Evaluation (CCE) must be performed and a Certification of Capability issued to the calibration laboratory to authorize calibration operations. It is the responsibility of the calibration laboratory to request the CCE prior to expiration of the existing certificate. Certification requirements are contained in Joint Certification Manual, NAVSEA 04-4734.

c. The Metrology Automated System for Uniform Recall and Reporting (MEASURE) is currently the METCAL program documentation

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vehicle used to plan and control scheduling, funding requirements, and workload. Utilization procedures for this program are contained in the MEASURE Users Manual (OPNAV 43P6). Navy calibration laboratories are required to use MEASURE or its authorized replacement to document all calibration transactions.

3. Personnel. Adequate manning by trained personnel must be maintained by each training activity to properly staff certified laboratories. Certified labs will be staffed by Navy Personnel possessing a Navy Enlisted Classification (NEC) code of 1588/1589, or graduates of the Modularly Equipped and Configured Calibrators and Analyzers (MECCA) operator course, or by personnel who have received appropriate "Phase Package Training" or specific equipment training. Contract personnel utilized by a calibration laboratory must be certified as a condition of employment. Both the quantity of personnel and adequate training are reviewed during a CCE, and serious problems with either can result in decertification of the calibration facility.

4. Funding. Funds required to assure proper repair, calibration, and replacement of test and measuring equipment and operation of the FCA come from both the TA (CNET) and TSA (NAVSEA). It is important that funding be requested from the proper claimant and utilized accordingly.

a. CNET is responsible for replacement of Calibration Standards as well as general purpose Test and Measuring Equipment used within the laboratory that is beyond economical repair. Requirements for calibration standards replacement should be forwarded to CNET in accordance with existing budget submission procedures. Before requesting replacement, the requirement should be forwarded to the appropriate TCR for available replacements from excess equipment assets. TCRs should maintain a comprehensive listing of CALSTDS and GPETE that require replacement and forward that list to CNET for inclusion to the budget process. CNET is also responsible for manning the calibration laboratory. If contractor personnel are required to man the laboratory, the request for funding should be submitted to CNET through the normal budget procedures.

b. NAVSEA is responsible for the funding needed to provide incidental repair and scheduled calibration of training activity test and measuring equipment. Training calibration laboratories receive funding for repair parts from NAVSEALOGCEN Mechanicsburg as directed by the TCR. Items beyond capability or "overflow" items are scheduled to appropriate activities and funded through the TCR. The TCR is required to provide budget planning information to NAVSEALOGCEN no later than 1 September of each year. Any unusual circumstances or anticipated funding shortfalls should be referred to the TCR for inclusion in budget planning.

5. Establishment of Calibration Laboratories. Requests for the establishment, disestablishment, or reconfiguration of

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calibration laboratories must be submitted as outlined in NAVSEA ST700-AM-GYD-010/METCAL. Requests should be discussed and approved by the respective TCR prior to submission. NAVSEA ST700-AM-GYD Procedures Guide for these proposals can be obtained by contacting the appropriate TCR (see paragraph 2a). Establishing a new calibration laboratory is a major undertaking and requires complete justification including a cost analysis. The currently established calibration laboratories are listed below.

a. Electronic Calibration Laboratories

NAVTECHTRACEN PENSACOLA FL
FCTCLANT DAM NECK VA
NATTC PENSACOLA FL
FLETRACEN SAN DIEGO CA
FLETRACEN NORFOLK VA
FLEASWTRACEN SAN DIEGO CA
NAVSUBTRACENPAC PEARL HARBOR HI
FCTCPAC SAN DIEGO CA
SERVSCOLCOM GREAT LAKES IL
MINEWARTRACEN INGLESIDE TX

b. Mechanical Calibration Laboratories

NAVSUBSCOL GROTON CT
NAVSUBTRACENPAC PEARL HARBOR HI
SERVSCOLCOM GREAT LAKES IL
FLETRACEN NORFOLK VA
SUBTRAFAC SAN DIEGO CA
FCTCLANT DAM NECK VA
MINEWARTRACEN INGLESIDE TX
NATTC PENSACOLA FL
NAVDIVESALVTRACEN PANAMA CITY FL
NAVTECHTRACEN PENSACOLA FL

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**TECHNICAL TRAINING EQUIPMENT SUSTAINING (DELIVERY) AND SUPPORT
FORM (OPNAV 1500/40) (8/97)**

PART I: TRAINING ACTIVITY INFORMATION								
a. Activity Title/Location/UIC								
b. Functional Command								
c. OPNAV Sponsor Code								
PART II: TTE REQUIREMENT								
a. Cognizance.....								
b. Equipment/System Nomenclature/Description								
.....								
c. Type/Part/Model Number								
d. Serial Number.....								
e. National Stock Number.....								
f. Contractor and Government Entity (CAGE).....								
g. Unit Cost.....								
h. Cognizant SYSCOM								
PART III: INVENTORY SEGMENT								
		<u>Quantity</u>						
a. Allowance:		_____	_____					
On Hand:		_____	_____					
Excess/Short:		_____	_____					
PART IV: COURSE AMPLIFYING DATA								
CIN	NUMBER OF STUDENTS	EQUIPMENT UTILIZATION	PIPELINE COURSE	MOS/NEC AWARDED	TYPE OF TRAINING			
1.								
2.								
3.								
Totals:								
PART V: SUSTAINING (DELIVERY) TTE REQUIREMENT								
a. Fiscal Year								
b. Short Quantity.....								
c. Training Command Sequence Number (TCSN).....								
d. Date Required								
PART VI: TTE SUPPORT EQUIPMENT								
FY	TYPE	QTY	TCSN	DATE INSTALLED	LAST OVERHAUL	TRAINING LOST	CASREPS	EVAL

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**TECHNICAL TRAINING EQUIPMENT SUSTAINING (DELIVERY) AND SUPPORT
FORM (OPNAV 1500/40) (8/97)**

PART VII: AMPLIFYING DATA AND JUSTIFICATION	
a. Attach continuation sheets if necessary	
PART VIII: SUBMISSION AND REVIEW RECORD	
(1) <u>Training Activity Submission:</u>	
a. Name Code Date Submitted	
b. Phone Commercial DSN	
(2) <u>Functional Command Review</u>	
() Reviewed and Forwarded () Reviewed and Returned	
Explanation	
.....	
a. Name Code Date Submitted	
b. Phone Commercial DSN	
PART IX: SYSCOM REVIEW	
(1) <u>Sustaining (Delivery)</u> () Obsolete (Identify unit) _____ () Standard Item - Available On Shelf () Unable to Identify as SYSCOM () Approved and Entered in Acquisition Track	(2) <u>Support</u> () Planned Support Requirement () Unplanned Emergent Requirement () Planned Requirement - Out of FY () Planned Year_ Requested Year _____ () Incorrect/Unidentified Requirement SYSCOM ESTIMATE SUPPORT COST _____
a. Name Code Date Submitted	
b. Phone Commercial DSN	
c. Date Forwarded/Revised Forwarded To	
d. Approved by..... Date	