



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-5100

CNETINST 5238.1A
Code 02
JAN 17 1991

CNET INSTRUCTION 5238.1A

Subj: COMPUTER RESOURCES MANAGEMENT

Ref: (a) SECNAVINST 5238.1C
(b) DOD 7950.1-M, Defense Automation Resources Management Manual of
26 Sep 88
(c) COMNAVSUPSYSCOM Washington DC 032104Z Aug 89 (NOTAL)

1. Purpose. To establish standard procedures for the reporting of Automated Data Processing Equipment (ADPE) within the Naval Education and Training Command (NAVEDTRACOM) and for implementation of references (a) and (b). This instruction has been revised completely and should be read in its entirety.

2. Cancellation. CNETINST 5238.1

3. Background. SECNAVINST 5238.1C, Computer Resources Management (reference (a)), replaces SECNAVINST 5238.1B, DON Automated Data Processing Program Reporting System (ADPPRS). Policies and procedures therein implement the Automation Resources Management System (ARMS) for reporting and managing Department of Defense computer resource inventories as described in reference (b). ARMS, managed by Defense Automation Resources Information Center (DARIC), has been established as the principal repository of information on Department of the Navy computer resources.

4. Policy. All NAVEDTRACOM activities will perform inventory and Data Processing Installation (DPI) reporting as set forth in Chapter 4 of reference (b). Functional commanders will ensure timely reporting by subordinate activities.

5. Responsibilities

a. Inventory Reporting. All NAVEDTRACOM activities will:

(1) Perform a thorough review of all computer resources required to be managed in accordance with reference (b). Based on this review, additions, changes, or deletions to the ARMS database will be submitted as follows:

(a) If the reporting media is diskette, send directly to Naval Computer and Telecommunications Station, Washington, DC. If the reporting media is magnetic tape, send directly to DARIC. Reference (c) announced the availability of a stand-alone IBM/ZENITH compatible microcomputer-based summary system program which will allow activities to maintain and submit ADPE inventory via diskette in the proper ARMS format. This program can be obtained by request to the appropriate functional commander or Chief of Naval Education and Training (CNET) point of contact.

(b) Subsequent updating of ARMS detailed records and summary records will be reported within 30 days and annually, respectively, in accordance with instructions in paragraph 8 of reference (a).

(2) Complete the annual inventory certification statement, enclosure (1) of reference (a), validating the accuracy and completeness of the data in the ARMS database, and forward to appropriate functional commander or directly to CNET if activity has no functional commander, not later than 10 October each year. This statement should certify the validity of ARMS data as of the end of each fiscal year. If an activity is unable to validate the accuracy of inventory by the required date, indicate accordingly in the certification statement and provide appropriate explanation, including an estimated date for the inventory validation and/or update. Each functional commander and each activity not reporting through a functional commander will submit one annual certification statement on behalf of itself and subordinate activities to CNET not later than 20 October each year. This statement should identify each activity which is unable to validate the accuracy of its inventory, along with appropriate explanation. Based on this statement, CNET will submit one certification for all CNET activities to Naval Computer and Telecommunications Command, Washington, DC not later than 31 October each year.

b. DPI Reporting. In addition to detailed and summary inventory records, activities will identify DPIs which meet the criteria in paragraph B1, Chapter 4 of reference (b). Reports will be submitted whenever a new DPI is established, or an existing one is change or deleted. (Paragraph 5a(1)(a) applies.)

6. Updates. A notification of date of each update should be forwarded to: Commanding Officer, Naval Education and Training Program Management Support Activity (Code 06), Building 2434, Saufley Field, Pensacola, FL 32509-7000.

7. Report Control Symbol. Report control symbol SECNAV 5238-1 has been assigned to the inventory of computer resources.

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