



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1510.10A
OP-112F1

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OPNAV INSTRUCTION 1510.10A

From: Chief of Naval Operations

Subj: REPORTING REQUIREMENTS FOR NAVY INTEGRATED TRAINING
RESOURCES AND ADMINISTRATION SYSTEM (NITRAS)

Ref: (a) OPNAVINST 1500.19C (NOTAL)
(b) OPNAVINST 1500.11G (NOTAL)
(c) OPNAVINST 1500.27D (NOTAL)
(d) OPNAVINST 1550.6A (NOTAL)

Encl: (1) NITRAS System Description

1. Purpose. To provide policy guidance and assign reporting requirements for the Navy Integrated Training Resources and Administration System (NITRAS). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1510.10.

3. Background. NITRAS is a Navy-wide automated information system designed to manage and support the Navy military training effort. It provides student and training information required by various echelons of the Navy including: Chief of Naval Operations, Chief of Naval Education and Training, Commander Naval Military Personnel Command, and Fleet Commanders in Chief. NITRAS collects and disseminates a wide variety of training information which is used for many functions including: management of quotas, developing school plans and personnel distribution. A system description is included as enclosure (1).

4. Policy. Every course of instruction 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 reported to NITRAS. Reporting by student name and social security number is mandatory. If by-name reporting is deemed impractical, a written request for exemption from this policy shall be addressed to the Chief of Naval Education and Training. Courses may be entered into NITRAS during the curriculum development process but shall be entered at least six months prior to the commencement of the first class.

5. Responsibilities. Responsibilities for management and operation of NITRAS are as follows:

a. The Chief of Naval Operations (CNO) (OP-01) is responsible for overall policy and sponsorship of the system.

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

(1) Issue implementing directives to ensure the quality of data.

(2) Ensure participation by all training activities.

(3) Coordinate solution to data reporting problems with other training agents.

(4) Audit and monitor system operation.

(5) Ensure NITRAS resource requirements are submitted and fully justified during POM and budget formulation and review.

c. Training Agents (Commanders in Chiefs Atlantic and Pacific Fleets, Commander Naval Medical Command (COMNAVMEDCOM), CNET, Commander, Naval Reserve Force, Commanders Naval Systems Commands) are responsible, per references (a) through (d), for ensuring that training accomplished under their cognizance is reported to NITRAS following established procedures.

d. All commands conducting formal Navy training courses are responsible for ensuring accurate and timely reporting following current procedures. All Curriculum Control Authorities (CCAs) are responsible for designating a single point of contact to coordinate NITRAS requirements. Additionally, CCAs will ensure that other Automated Data Processing systems under their cognizance which input data to NITRAS comply with NITRAS reporting requirements and technical standards.

e. The Commander, Naval Education and Training Program Management Support Activity (NETPMSA) is the system manager for NITRAS. In this capacity, NETPMSA will:

(1) Provide centralized system management for data collection, production and distribution of NITRAS.

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

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

(4) Inform CNET of 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/modifications when required.

f. Commanding officers of training activities shall ensure the timeliness and accuracy of the data reported to NITRAS. Reporting procedures promulgated by CNET and NETPMSA shall be followed.

6. Control and Use of Information. NITRAS is the sole official source of the training statistical information contained in its data base.

a. Training commands/activities shall become familiar with the NITRAS data elements and use the system to manage and monitor the training effort.

b. As a rule, data which has been reported to NITRAS will not be provided separately by activities or CCAs in response to inquiries regarding training (i.e., class rosters, convening schedules, student statistics, etc.). This will preclude the generation of redundant statistics.

c. The NITRAS System Manager will assist users in preparing data service requests per CNET directives. Requests for system changes and/or enhancements or ad hoc training information will be addressed to the Commander, Naval Education and Training Program Management Support Activity (NETPMSA), Saufley Field, Pensacola, Florida 32509-7000. System requests and/or enhancements requiring policy decisions, data base expansion or representing an unfunded requirement (i.e., not within funding levels) will be forwarded by NETPMSA via CNET to CNO (OP-11) for appropriate action.

d. Requests for NITRAS information from activities not directly involved in the Navy training process will be forwarded to CNO (OP-11) for approval. Organizations working on CNO training research projects may deal directly with the NITRAS System Manager utilizing the particular project tasking as a reference.

e. The information in the NITRAS data base falls into either the corporate or local category. Corporate data is data required by more than one organization, data of official nature or historic value, and data classified and/or privacy related. Local data is unique to a particular organization. All data determined to be corporate data will be documented as such in the MPT Data and Information Resources Directory. This directory, as the official repository of information about MPT data, will identify the authoritative source of each corporate data element. NITRAS will provide extracts of data for which it is the authoritative source to other Automated Information Systems. Static corporate data of other authoritative sources, utilized within the NITRAS data base/processing system, will also be provided.

7. Action. Addressees shall ensure compliance with this instruction. Reporting procedures addressed in the NITRAS user manuals (NETPMSA documents) must be explicitly followed and appropriate output reports closely monitored to evaluate training course achievement and training resources utilization.

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NITRAS SYSTEM DESCRIPTION

System Description. NITRAS consists of the following four files which provide the automated capability to manage and support the Navy training effort:

1. Master Course Reference File (MCRF). The MCRF provides the following capabilities:

a. Collects and standardizes at one central point the course data elements, fiscal year plans and class schedules on all Navy school training. The class schedules contain a class quota spread of the training plan to facilitate effective training quota management.

b. Provides the common data base for the other files constituting NITRAS, thus precluding duplication in reporting and file maintenance. It also serves as the common data source for other automated training data systems and for systems which may be developed in the future.

c. Interfaces with Commander, Naval Military Personnel Command's (COMNAVMILPERSCOM) Support Program for Incentives, Retention, and Training Assignments (SPIRIT) system by providing MCRF data to facilitate detailing of Navy students. SPIRIT, in turn, provides pertinent NITRAS data to the Recruiting Command's Personalized Recruiting for Immediate and Delayed Enlistments (PRIDE) system. SPIRIT also provides NITRAS data for the Officer Assignment Information System (OAIS), Enlisted Assignment Information System (EAIS), and other NMPC systems.

d. Contributes to the publication of the Catalog of Navy Training Courses (CANTRAC) by interfacing common data elements between CANTRAC and NITRAS.

e. Compiles, by course, Training Requirement and Training Operation Plans for the past, current, and next four fiscal years.

2. Student Master File (SMF). The SMF is designed to:

a. Provide timely information, by name and Social Security Number (SSN) and student actions, of all personnel undergoing training in Navy courses, and Navy students in "Other Service" courses.

b. Provide an automated method for furnishing training history codes and school generated NECs to COMNAVMILPERSCOM for updating the Navy Enlisted System (NES).

c. Provide course completion information for selected officer courses (identified with an OCC) to COMNAVMILPERSCOM.

d. Supply the MCRF and the Training Summary File (TSF) with summarized student statistics by course and class.

e. Provide management with the capability to measure course and quota utilization, monitor attrition and setback rates, and compare trainee input with established Armed Services Vocational Aptitude Battery (ASVAB) score entrance requirements.

f. Compile Student Master File (SMF) statistics on the class level in order to provide management with the capability to monitor class utilization and student performance.

3. Training Summary File (TSF). The TSF is a repository for training statistics for all training courses. Specifically, the TSF provides the capability to monitor course utilization and the average number of students on board (AOB) in order to remain within the training loads authorized by Congress for each fiscal year.

4. Pipeline Master File (PMF). In conjunction with the MCRF and SMF, the PMF identifies and monitors training pipelines in the Navy. Additionally, this file allows students to be tracked by name/SSN and individual progress as well as statistically, and distinguishes pipeline from non-pipeline students. Any situation requiring the student to attend more than one course in order to obtain an NEC, certification for assignment, etc., should be reported to the PMF following appropriate user manuals and directives.