



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 5230.1A
N6
31 Aug 12

NSTC INSTRUCTION 5230.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND INFORMATION TECHNOLOGY
GOVERNANCE PROGRAM

Ref: (a) NETCINST 5239.1
(b) NETCINST 5230.2

1. Purpose. To implement a policy for the use of information management (IM) and information technology (IT) to enable the training mission and overall business of the Naval Service Training Command (NSTC).

2. Cancellation. NSTCINST 5230.1

3. Applicability and Scope. This instruction applies to:

a. NSTC, its subordinate commands, activities, directorates, departments, and special assistants.

b. All NSTC IT used to enable both training mission and overall business functions.

4. Definitions

a. Information Management (IM). The planning, budgeting, manipulating, and controlling of information throughout its life cycle.

b. Information Technology (IT). Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by NSTC or its components. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

c. Information Assurance (IA). Information operations that protect and defend information and information systems by

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ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

5. Policy. The following policies apply to IM and IT within NSTC:

a. IM/IT Requirements. The NSTC Command Information Officer (CIO, N4/N6) is the single point of contact for NSTC functional and technical IM/IT requirements, and for representing these requirements to external entities, both within and without the Manpower, Personnel, Training, Education (MPTE) domain. As such, the CIO will represent NSTC interests to any working groups or other bodies that may be established to provide IM/IT governance over MPTE. Specific responsibilities may be further delegated by the CIO.

b. IT Budget. The NSTC CIO will submit an annual IT budget to the NSTC Comptroller (N8) each year, on a schedule determined by the Comptroller.

c. IT Procurement. NSTC activities will submit all requests for IT procurements to the NSTC CIO, Technology Management Branch (N61) via a Request for IT Services (RIS), by filling out a [NSTC RIS Form](#). No funds may be expended on IT without NSTC CIO approval, except for the purchase of IT consumables (e.g., toner cartridges, compact disk media, etc.).

d. IA. The NSTC Information Assurance Manager (IAM, N63) reports to the CIO, reporting directly to the Commander NSTC (CNSTC) for matters requiring CNSTC attention. The IAM will ensure compliance with reference (a). NSTC activities will report completion of annual IA awareness training to the IAM. Affected NSTC activities must report Government Directed Actions (GDAs) and suspected or actual IA incidents to the IAM as soon as possible after notification or discovery.

e. Electronic Classroom (ECR) Management. NSTC activities will report utilization of assigned ECRs to the NSTC Operations and Infrastructure Manager (N62) monthly, and report ECR issues and requirements, including for technology refresh, as needed.

f. Business Enterprise Architecture (BEA). The NSTC CIO will maintain the current version BEA for the "Manage Accessions Training" line of business.

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g. Information/Data Owner. The NSTC CIO is delegated responsibility as the information/data owner for all NSTC data, and as such will establish and maintain a rigorous data management program for NSTC data. Specific responsibilities may be further delegated by the CIO.

h. Project Management. Any IM/IT effort for which the estimated level of effort (LOE) exceeds six (6) man-months or estimated cost exceeds \$50,000, will be assigned a project manager by N61. The project will minimally consist of a statement of work (SOW), project plan, and monthly status reports. The assigned project manager will follow all guidelines and requirements of the Requirements and Project Management Office (RPMO), located in the N61 Branch.

i. Personally Owned Devices. Personally owned devices (e.g., computers, smart phones, etc.) may be brought into NSTC spaces and used to conduct NSTC business. Personally owned devices may not be connected to Navy networks. Transfer of documents or data from personally owned devices to Navy owned devices or networks shall not be via flash media, such as thumb drives.

j. Outlook Web Access (OWA). NSTC employees who require access to Navy e-mail through their personally owned computer will request OWA in accordance with reference (b). The NSTC Chief of Staff retains approval authority for all such requests.

k. Personal Use of Government Computers. NSTC employees are permitted limited use of government computers for personal needs if the use does not interfere with official business. This limited personal use should take place during the employee's non-work time. This privilege may be revoked or limited at any time by the employee's supervisor.

l. Conference Attendance. When resources are available, the NSTC Command Information Officer or representative shall attend the Department of Navy (DON) Chief Information Officer (CIO) East or West Coast Conference each year.

6. Responsibilities

a. The Command Logistics and Information Officer (N4/N6) shall implement the policies contained herein, and ensure NSTC compliance with all applicable higher echelon information resource management policies, directives, and instructions.

b. Commanding Officers, Directors, Department Heads, and Special Assistants shall ensure compliance with the requirements of this instruction.

c. The Strategic Management Officer (N61) shall provide guidance for the evaluation and prioritization of functional requirements and their alignment with the NSTC strategic plan.



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Distribution: (NSTCINST 5216.1B)
List 3 and 4