



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 4700.1B  
N7

MAY 26 2015

NETC INSTRUCTION 4700.1B

From: Commander, Naval Education and Training Command

Subj: CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS  
PROGRAM

Ref: (a) OPNAVINST 1500.76C  
(b) OPNAVINST 1551.11B  
(c) OPNAVINST 11102.2  
(d) OPNAVINST 10170.2A  
(e) NETCINST 1500.16

Encl: (1) NETC COMS Process

1. Purpose. To establish policy and procedures and assign responsibilities for the management and utilization of Contractor Operation and Maintenance of Simulators (COMS) Program support within the Naval Education and Training Command (NETC) domain as delineated by reference (a).

2. Cancellation. NETCINST 4700.1A.

3. Background. Since 1982, the Navy has relied upon contractor maintenance support for Training Devices. Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYS DIV), Orlando, Florida facilitates Training Device Program support, including life cycle management functions.

4. Scope. This instruction is applicable to COMS support of technical training programs. Policies and procedures for COMS support of Naval flight simulators, associated air crew training devices, and selected aviation maintenance training devices are contained in reference (b). NETC standard Electronic Classrooms are specifically excluded from maintenance and other life cycle support by COMS contracts. Their support is provided via policy and resources managed by NETC and implemented in a separate NETC instruction.

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5. Policy

a. Implementation of the COMS Program is the responsibility of the Commander, NETC.

b. Organization, management, and utilization of COMS Program support will provide for minimizing costs consistent with the achievement of training mission requirements. A COMS management flow chart is provided as enclosure (1).

c. Learning Centers (LCs) and Naval Service Training Command (NSTC) will manage COMS contract support and requisite funding for sites under their cognizance. Available funding will be allocated specifically for use by LCs and NSTC in providing COMS contract support.

d. Spare parts, organizational (O), intermediate (I), and depot (D) level maintenance of Cognizance 2'0' Training Devices and associated equipment will be procured through the COMS contract where feasible. In the event these services cannot be purchased through the COMS contract, funding for O&I level spares will be provided by the LC or NSTC as applicable. D level maintenance and major overhaul of Training Devices supported by COMS will be provided by the NAVAIRWARCEN TRASYS DIV under the Simulator Operation and Maintenance Program. D level maintenance and major overhaul of Non Cognizance 2'0' training systems supported by COMS will be provided by the agent responsible for D level support as delineated by reference (a) or agreed to in the Training System Installation Plan (TSIP), reference (c) applies.

e. All required contractual changes will be coordinated by the LC or NSTC Contracting Officer Representative (COR) with the contracting agency's contracting officer.

f. Initial COMS contract support for a new device will begin when the device is ready-for-training and accepted from the Training Support Agent (TSA) via the TSIP or other applicable transfer document. Upon acceptance of the trainer, the TSA will normally provide maintenance services to facilitate COMS mobilization and the Training Agent's Program Objective Memorandum (POM) budgetary cycle.

g. When an existing training device is replaced by a new device, COMS support for the device being replaced will terminate within 15 working days before/after the date that COMS support begins for the new device. When a COMS-supported device is removed due to low utilization, cancellation of training, or other reasons, COMS support for that device will be terminated immediately.

h. Addition of any device or other equipment to an existing COMS contract must be approved in writing by the respective LC or NSTC in advance.

i. Training Device utilization reporting will be accomplished per reference (d). When reporting is performed by the COMS contractor, utilization reports will be verified by the COMS COR.

#### 6. Responsibilities

##### a. NETC

(1) Provide policy and guidance for the COMS Program.

(2) Plan, program, budget, and allocate available COMS resources to LCs and NSTC.

##### b. Learning Centers

(1) Approve respective COMS support requirements and applicable implementation schedules.

(2) Ensure that qualified personnel within the NETC chain-of-command are selected and trained as the Center's COR and Technical Assistants. As the technical and administrative interface between the COMS contractor and Contracting Officer, the COR will monitor and evaluate COMS contractor performance in support of the contracting office. Emphasis will be placed on close coordination among user Learning Sites, CORs, and the contracting agency.

(3) Review the contracting agency's developed Statements of Work (SOW) and approve COMS support changes, as applicable.

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(4) Issue local COMS support implementing instructions, as applicable.

(5) Coordinate D level maintenance actions when not available through the COMS contract.

(6) Provide funds for O&I level maintenance spares when their purchase must be accomplished outside the scope of the COMS contract.

(7) Provide oversight of the utilization, accountability, and replenishment of training device spares inventories.

(8) Ensure all provisions of reference (e) pertinent to maintenance management, maintenance support, standard operating procedures and training platform specific provisions and criteria are properly implemented.

(9) Ensure that monthly Training Device utilization reporting is accomplished in accordance with guidance provided in reference (d).

(10) Ensure monthly submission of periodic COMS management/financial planning information to NETC (N72).

(11) Provide budget and POM input to NETC, as requested.

c. NSTC

(1) Approve respective COMS support requirements and applicable implementation schedules.

(2) Ensure that qualified personnel within the NETC chain-of-command are selected and trained as NSTC COR's and Technical Assistants. As the technical and administrative interface between the COMS contractor and Contracting Officer, the COR will monitor and evaluate COMS contractor performance in support of the contracting office. Emphasis will be placed on close coordination among user sites, CORs, and the contracting agency.

(3) Review the contracting agency's developed SOW and approve COMS support changes, as applicable.

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(4) Issue local COMS support implementing instructions, as applicable.

(5) Coordinate D level maintenance actions when not available through the COMS contract.

(6) Provide funds for O&I level maintenance spares when their purchase must be accomplished outside the scope of the COMS contract.

(7) Provide oversight of the utilization, accountability, and replenishment of training device spares inventories.

(8) Ensure all provisions of reference (e) pertinent to maintenance management, maintenance support, standard operating procedures, and training platform specific provisions and criteria are properly implemented.

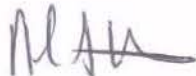
(9) Ensure that monthly training device utilization reporting is accomplished in accordance with guidance provided in reference (d).

(10) Ensure monthly submission of periodic COMS management/financial planning information to NETC.

(11) Provide budget and POM input to NETC, as requested.

7. Program Review. NSTC and LC will, at a minimum, review their COMS Program support with the contracting agency on a semi-annual basis to assess the program support status and to coordinate support/funding changes, as applicable.

8. Reports. Report control symbol OPNAV 10170-2 (Training Device Utilization Reporting Data Elements) has been assigned to the reporting requirement contained in paragraphs 5i, 6b(9), and 6c(9) above.



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Distribution (NETCINST 5215.1C):  
List II

