



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

NETCINST 4700.1C
N4
18 Oct 2024

NETC INSTRUCTION 4700.1C

From: Commander, Naval Education and Training Command

Subj: CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS
PROGRAM

Ref: (a) OPNAVINST 1500.76D
(b) OPNAVINST 1551.11B
(c) OPNAVINST 10170.2B
(d) NETCINST 1500.16B

Encl: (1) Naval Education and Training Command Contractor
Operation and Maintenance of Simulators 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 4700.1B.

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.

5. Policy

a. Implementation of the COMS program in NETC enterprise 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 (LC) 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 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. Depot 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. Depot level maintenance and major overhaul of Non Cognizance 2.0 training systems supported by COMS will be provided by the agent responsible for depot level support as delineated by reference (a) or agreed to in the Training System Installation Plan (TSIP), also in reference (a).

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 or 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. For any new or replacement training device, training device maintenance or tech support (initial training): Government or COMS and technical support are required to be provided in support of initial training or follow on training. COMS or Integrated Logistics Support Plan (or both) is also required to be in place.

i. 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.

j. Training device utilization reporting will be accomplished per reference (c). 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 within the NETC domain.

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

b. LCs

(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.

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

(5) Coordinate depot 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 (d) 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 per guidance provided in reference (c).

(10) Ensure monthly submission of periodic COMS management and financial planning information to NETC N44.

(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 CORs 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.

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

(5) Coordinate depot 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 (d) 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 per guidance provided in reference (c).

(10) Ensure monthly submission of periodic COMS management and 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 and funding changes, as applicable.

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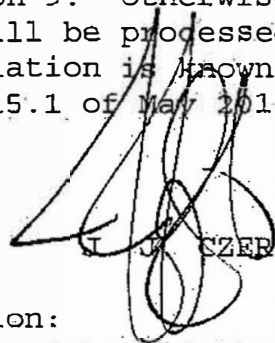
8. Reports. Report control symbol OPNAV 10170-2 (Training Device Utilization Reporting Data Elements) has been assigned to the reporting requirement contained in paragraphs 5i, 6b(9), and 6c(9).

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

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PROCESS

