DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR RESERVE FORCE
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:
COMNAVAIRESFORINST 10170.1
556A
07 APR 1994

COMNAVAIRESFOR INSTRUCTION 10170.1

Subj: NAVY TRAINING DEVICE UTILIZATION REPORTING

Encl: (1) OPNAVINST 10170.2

1. Purpose. To issue the requirement for the collection and transmission of utilization data on Commander, Naval Air Reserve Force (COMNAVAIRESFOR) training devices.

2. Cancellation. COMNAVAIRESFORINST 10171.1

3. Action. Effective 1 October 1993, training device utilization will be reported as outlined in enclosure (1). COMNAVAIRESFOR, as a Training Support Agent, will collect and transmit correlated data to the program sponsor. Utilization data must be received within 3 working days after the end of the reporting period. Data should be transmitted telephonically with a hard copy mailed to COMNAVAIRESFOR (Code 556A). The computer based data transfer system addressed in enclosure (1) is currently not in place.

4. Reports. Enclosure (1) assigns report symbol OPNAV 10170-2 to the Microcomputer Training Device Utilization Reporting System (MICROTRNDURS) requirement contained within.

CHARLES E. LONG
Deputy

Distribution: (COMNAVRESFORINST 5216.1J)
List B2 (FR3, FR4, FR5, FR14, FR16 only)

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

IN REPLY REFER TO

OPNAVINST 10170.2
N71D
02 June 1993

OPNAV INSTRUCTION 10170.2

From: Chief of Naval Operations

Subj: NAVY TRAINING DEVICE UTILIZATION REPORTING (UR)

Encl: (1) Definitions
(2) Training Device Utilization Reporting Data Elements

1. Purpose. To issue the requirement for the collection, distribution, and analysis of utilization data on specified training devices and to renumber the instruction following current Standard Subject Identification Codes. This is a substantial revision of OPNAVINST 10171.4C and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 10171.4C and Report Control Symbol OPNAV 10171-7.

3. Objective. To increase fleet readiness through optimal utilization of training devices. Specifically, collating all areas of utilization information will provide:

a. Management tools for sponsors and training agents (TAs) to improve planning, programming and day-to-day management decisions.

b. Data to support distribution decisions for existing training devices.

c. Data pertinent to decisions on procurement, inactivation or modification of training devices.

4. Scope. This instruction has been coordinated with Headquarters, U.S. Marine Corps, and applies to training devices for all warfare areas developed and produced for Department of the Navy use. Under the responsibilities set forth in Presidential Executive Order 12344 of 1 February 1982, as codified in Public Law 98-525 of 19 October 1984, the Department of Energy (DOE) has cognizance over the development of training systems and devices used in the training of naval nuclear

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propulsion plant operators. Accordingly, such systems and devices are not covered by this instruction, but are coordinated separately with DOE.

5. Definitions. Definitions of selected terms are provided in enclosure (1). Training device utilization reporting data elements are described in enclosure (2).

6. Selection of Training Devices for Utilization Reporting. All training devices having a per unit cost of $1,000,000 or more will be supported by UR as outlined in this instruction. Program sponsors and user commands can designate any additional training devices under their cognizance which are to be supported by UR.

7. Documentation Criteria. The data elements listed in enclosure (2) shall be used for training device UR purposes. Data provided by contractors must be verified by Department of the Navy personnel (military or civilian). Required data elements can be limited to those elements currently being reported under Contractor Operation and Maintenance of Simulators (COMS) until existing contracts can be modified and planned procurements executed.

a. Standard Utilization Rate. The UR data elements include projected training device standard utilization rates for each device being reported. These standards are established and approved in writing by the program sponsor, unless provided in a Military Characteristics (MC) document. Whenever actual utilization reflects a lower-than-standard utilization rate, an explanation for the variation must be provided along with a plan to correct the situation when requested by either the program sponsor or the training agent. Such a plan must consider the cost-effectiveness of any corrective action(s).

b. Data Access. UR data access is to either be available by computer terminal (updated quarterly) or via documents prepared and distributed quarterly, or monthly if required to support COMS. UR data are to be available within 5 working days after the end of each reporting period. Use of a software database for UR is a program sponsor prerogative. A program known as the Microcomputer Training Device Utilization Reporting System (MICROTRNDURS) has been developed by the Naval Education and Training Program Management Support Activity (NETPMSA Code 062). It is designed for use with personal computers. MICROTRNDURS was approved by the Chief of Naval Operations (CNO) on 20 May 1992, and the End User Manual and program disks were distributed

Department of the Navy-wide as one means of complying with the UR requirements of this instruction.

c. Data Distribution. Distribution/availability of UR documentation/data will include the following organizations for devices under their cognizance:

(1) Chief of Naval Operations (N6P, N71, N869, N879, N889, N951)

(2) Commandant of the Marine Corps

(3) Fleet Commanders in Chief (less CINCUSNAVEUR)

(4) Commander Naval Air Force Atlantic/Pacific

(5) Commander Naval Surface Force Atlantic/Pacific

(6) Commander Submarine Force Atlantic/Pacific

(7) Commander Naval Reserve Force

(8) Bureau of Medicine and Surgery

(9) Appropriate Systems Commands

(10) Chief of Naval Education and Training

(11) Chief of Naval Air Training

(12) Chief of Naval Technical Training

(13) Commander Training Command Atlantic/Pacific

(14) Naval Training Systems Center

(15) Marine Corps Systems Command (Code SST)

8. Responsibilities

a. The Director of Naval Training (OPNAV N7) will assume overall responsibility for coordination of the implementation of this instruction.

b. Office of the Chief of Naval Operations (OPNAV) program sponsors will ensure execution of the specific provisions of this

instruction for training device programs under their cognizance. They will also initiate actions to correct identified deficiencies.

c. The Training Agent (TA) will schedule, coordinate, prepare, and distribute UR documentation and update databases at least quarterly, or monthly if required to support COMS. Data availability can be through computer terminal access to a software database vice hard-copy report distribution if all cognizant organizations have access to the database. The TA will also issue supplemental training device UR procedures as necessary to implement the requirements of this instruction.

d. User commands will notify program sponsors through UR whenever the actual utilization rate of a training device falls significantly below the standard utilization rate.

9. Report. Report Control Symbol OPNAV 10170-2 has been assigned to the reporting requirement contained in paragraph 7 and is approved for 3 years from the date of this directive.

R. K. U. KIHUNE
Director of Naval Training

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DEFINITIONS

{Data elements are described in enclosure (2).}

1. Principal Development Activity (PDA). The agency assigned by the cognizant Systems Commander or OPNAV program sponsor to undertake the management and technical responsibility of the development within the approved plan.

2. Program Sponsor. The OPNAV office responsible for determining program objectives, time phasing and support requirements, and for appraising progress, readiness, and military worth for a given system, function or task.

3. Resource Sponsor. An OPNAV office responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting tasks.

4. Sponsor. Refers to the program sponsor and/or resource sponsor, as appropriate.

5. Standard Utilization. The standard utilization rate from the Military Characteristics (MC) document is the long range estimated usage (in hours or cycles) that was projected during the conceptual phase to justify the need to develop the device or materially modify the device. In the absence of a valid MC standard, the program sponsor will establish a utilization standard. The intent is to gain insight into the validity of the planning assumptions that drive the procurement process, and to provide a starting point for analysis to determine the need to retain, enhance or delete a device. Additionally, it provides a basis for the planning of new devices.

6. Training Agent (TA). An office, command or headquarters exercising command over and providing support to some major increment of the Department of the Navy's formalized training effort. TAs are the: Commander in Chief, U.S. Atlantic Fleet; Commander in Chief, U.S. Pacific Fleet; Commandant of the Marine Corps; Chief of Naval Education and Training; Chief, Bureau of Medicine and Surgery; and Commander, Naval Reserve Force.

7. Training Device/Simulator. Hardware and software designed or modified exclusively for training purposes involving, to some degree, simulation or stimulation in its construction or operation, so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment. For this instruction, the term training device includes training simulators and stimulators.

8. Training Support Agent (TSA). An office, command or headquarters responsible for supporting the training agent by providing material and other forms of support within the cognizance of the office, command or headquarters involved. (e.g., Systems Commands; Commander, Naval Air Reserve Force; Commander, Naval Surface Reserve Force.)

9. Utilization [of Availability] (UA). A measure of device utilization which expresses the amount of time which a device is being used relative to the amount of time it was available to be used under the current contract (if under COMS) or according to current command staffing (if under organic support). This would specifically include premium time, but would exclude establishing additional shifts, appointing additional instructors, etc. This measurement provides insight into the existing operational capacity of a device (assuming no major changes to the operational environment) and thus is an indicator of the additional utilization for which the device is capable without resorting to operational changes. Also, if the device is the subject of COMS, it provides insight into the level of operations and maintenance services being procured versus the level being utilized, which may in turn suggest short term and/or long term changes to the utilization schedules. Finally, it provides additional data useful in evaluating the need to retain, enhance or delete a device.

10. Utilization or Usage. Any use of a device, whether for training, demonstrations, quality assurance, inspections, trainer support, etc.

11. Utilization Reporting (UR). The collection and distribution of training device utilization data to support management planning and programming.

TRAINING DEVICE UTILIZATION REPORTING DATA ELEMENTS

Training device UR shall provide the following data elements. MICROTRNDURS, identified in paragraph 7b of this instruction, complies with these data definitions. See the MICROTRNDURS End User Manual for examples. Elements not applicable to a specific device shall be marked "NA" for alpha-numeric fields and "0" (zero) for numeric fields. Additional elements may be added as required. Field specifications are provided for reporting standardization purposes. Alternate data definitions may be used if authorized by the cognizant program sponsor and if all required data elements are included.

"Hours" are reporting period (e.g., monthly) hours. If reporting on a cycle-type training device, a cycle must be defined and a conversion factor described and used in order to report in hours. Codes should be drawn only from those options identified here (e.g., activity codes, lost training hours cause codes, etc.). Where appropriate, year-to-date (by fiscal year) totals for each data element are to be provided.

1. Updated. Provide the date the UR data elements were added or modified. Use a MMDDYY numerical format.

2. Report Period. Provide the ending date of the period covered by the report using a YYYYMM numerical format. When data is reported quarterly, use the last month in the quarter.

3. Period Indicator. Use a single alpha character indicating whether the reporting period is monthly (M) or quarterly (Q).

4. Training Device Designator. Provide the alphanumeric training device designator assigned by the Naval Training Systems Center (NTSC), limited to twelve characters. Exclude the initial character of the training device designator (i.e., the training device designator prefix: "X", "S", "A", "blank", etc.). The first character must be numeric (1-9) or blank; the second character must be numeric (0-9); the third character must be alphabetic (A-Z); and the remaining characters can be a mix of numbers (0-9), letters (A-Z), and special characters. For devices not utilizing a NTSC designator, begin with "99Z".

5. Training Device Designator Prefix. Provide as a separate alpha character the initial character of the training device designator. Blank indicates the Cog 2"0" designator. Typical prefixes are prototype ("X"), Army ("A"), Air Force ("B"), non-Cog 2"0" ("S"), etc., as assigned by NTSC.

6. Serial Number. Provide the alphanumeric serial number assigned to the device, limited to six characters. To facilitate alphanumeric sorting, leading zeros (e.g., 000001, 000002) should be included for numeric serial numbers.

7. Device Nomenclature. Provide the name of each trainer identified in the report, limited to a 32 character alphanumeric field.

8. Activity Serviced/Device Location. Provide the activity assigned as the device custodian, limited to a 25 character alphanumeric field.

9. Activity Unit Identification Code (UIC). Provide the five digit Unit Identification Code (UIC) assigned to that custodian activity.

10. Trainer Downtime. Provide the number of hours the trainer was down and not available for scheduled use, to the nearest tenth of an hour. Downtime hours shall be classified as follows:

(1) Maintenance
(2) Device Modifications
(3) Parts/Supply Problems
(4) Facilities Problems
(5) Lack of Instructors/Operators
(6) Lack of Set-up Time
(7) Misc Other

The sum of all such categorizations should equal Total Trainer Downtime for the reporting period; limit this numeric field to 9999.9 hours.

11. Casualty Report (CASREP). Identify whether or not the device was CASREPT during the current UR reporting period ("Yes" or "No").

12. Course Identification Numbers (CINs). Provide the nine or ten character alphanumeric code used to identify courses the device is used to support. If multiple courses are supported, provide the primary CINs up to a total of five, with additional CIN data to be separately provided as may be requested.

13. Standard Utilization. Provide the currently approved standard utilization hours, normalized for a monthly or quarterly period, as appropriate. Paragraph 7a of this instruction applies. Limit this numeric field to 9999.9 hours.

14. Standard Utilization Source. Provide a single alpha character indicating the source of the standard utilization, i.e., the Military Characteristics document ("M") or the Program Sponsor ("S").

15. Scheduled Usage Time. Provide the total device hours purchased for operations and maintenance via a COMS contract. If the device is not supported by COMS, provide the hours scheduled by the using activity for the reporting period. Limit this numeric field to 9999.9 hours.

16. Operationally Ready (OR) Time. Provide that portion of Scheduled Usage Time during which all subsystems essential to the accomplishment of the scheduled usage mission were fully functional throughout the mission, or during which the material condition of the trainer otherwise enabled successful completion of the scheduled training or other mission, and when required, a properly qualified trainer operator was present and performed operator duties. Mathematically, OR Time is equal to the Scheduled Usage Time less Total Trainer Downtime. Limit this numeric field to 9999.9 hours.

17. Non-Contractor Downtime. Provide that portion of Total Trainer Downtime for which the COMS contractor is not held responsible. Sometimes called "Non-Chargeable Downtime." The sum of Non-Contractor Downtime and Contractor Downtime must equal Total Trainer Downtime.

18. Contractor Downtime. Provide that portion of Total Trainer Downtime attributable to the failure of the COMS contractor to provide a system capable of being used for its scheduled purpose, such that the scheduled usage was either postponed, canceled or materially degraded. Sometimes called "Chargeable Downtime." The sum of Non-Contractor Downtime and Contractor Downtime must equal Total Trainer Downtime.

19. OR Time Utilized. Provide the total number of hours used for all events during the reporting period. The hours to be provided are total clock time, whether single student, multi-student, or crew/team training was conducted. Include the use of the device for all purposes, even demonstrations. OR Time Utilized cannot exceed OR Time; limit this numeric field to 9999.9 hours.

20. Number of Students/Teams Scheduled. From the training device schedule(s), provide the number of students/teams so scheduled. Limit this numeric field limited to 99999.

21. Number of Students/Teams Completed. Provide the number of students/teams who completed training. Limit this numeric field to 99999.

22. Standard Utilization Rate. Provide the quotient expressed by dividing OR Time Utilized by the Standard Utilization. The quotient will be shown as a percentage to the nearest tenth of a per cent. This percentage may exceed 100 per cent; limit this numeric field to 999.9 per cent.

23. Cumulative Utilization. Provide the quotient expressed by dividing the accumulated OR Time Utilized by the accumulated Standard Utilization. Cumulative data is for the current fiscal year. Show the quotient as a percentage to the nearest tenth of a per cent. This percentage may exceed 100 per cent; limit this numeric field to 999.9 per cent.

24. Student/Team Completion Per Cent. Provide the quotient determined by dividing the Number of Students/Teams Completed by the Number of Students/Teams Scheduled, shown as a percentage. Limit this numeric field to 999.9 per cent.

25. Cumulative Student/Team Completion. Provide the quotient determined by dividing the accumulated Number of Students/Teams Completed by the accumulated Number of Students/Teams Scheduled, shown as a percentage. Cumulative data is for the current fiscal year. Limit this numeric field to 999.9 per cent.

26. Utilization [of Availability] (UA). Provide the quotient expressed by dividing OR Time Utilized by OR Time. Show the quotient as a percentage to the nearest tenth of a per cent, not exceeding 100 per cent. Limit this numeric field to 999.9 per cent.

27. Cumulative UA. Provide the quotient expressed by dividing the accumulated OR Time Utilized by the accumulated OR Time. Cumulative data is for the current fiscal year. Show the quotient as a percentage to the nearest tenth of a per cent, not exceeding 100 per cent. Limit this numeric field to 999.9 per cent.

28. Hours Device Used By Activity. Provide, by individual activity UIC, the total number of hours that the device was used by each activity during the reporting period utilizing the following categories: Fleet; Foreign; Readiness Squadron; Reserves; Demonstrations; Quality Assurance & Revalidation (QA&R); Trainer Support; Pipeline Training; Other. These are all

considered training utilization for reporting purposes. The sum of these hours must equal OR Time Utilized. For multiple UICs, specify the top five activities by UIC, and aggregate the remaining UICs as another entry. If multiple UICs are involved, and none predominate, enter a locally generated five digit numeric code that identifies the class, and can be traced to the attendees if necessary. Limit this numeric field to 9999.9 hours.

29. Hours Lost Because of No-shows & Cancellations. Provide the number of training hours lost during the reporting period due to student no-shows and student cancellations. Limit this numeric field to 9999.9 hours.

30. Source. Provide the name of the organization which is the source of the UR data. If the source is a contractor, also enter the name of the site Contracting Officer Technical Representative (COTR) in the "Verified" category (below). Limit this field to 18 alphanumeric characters.

31. Verified. Provide the name of the Government representative verifying the UR data. Limit this field to 18 alphanumeric characters.

32. Explanation/comments. When applicable, provide a brief narrative to clarify any situation during the reporting period that had a material impact on device utilization, whether positive or negative. Include recommended actions to correct any deficiencies identified and/or appropriate plans of action and milestones, as agreed to by the program sponsor, to correct said deficiencies. Additionally, provide status comments to previously reported deficiencies.