



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1510.19A
BUMED-535
17 Dec 98

BUMED INSTRUCTION 1510.19A

From: Chief, Bureau of Medicine and Surgery

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

Ref: (a) OPNAVINST 1510.10A (NOTAL)
(b) CNETINST 1510.1F (NOTAL)
(c) Master Course Reference File (MCRF) Users' Manual,
NETPMSA Document No. 0722UM8701 (NOTAL)
(d) Student Master File (SMF) Users' Manual, NETPMSA
Document No. 0622UM8902 Rev. O (NOTAL)
(e) Training Summary File (TSF) Users' Manual, NETPMSA
Document No. 0622UM9003 (NOTAL)
(f) BUMED NITRAS/CANTRAC Desktop Guide (NOTAL)

Encl: (1) NITRAS Forms Availability

1. Purpose. To provide policy and define responsibilities for Medical Department participation in Navy Integrated Training Resources and Administration System (NITRAS).

2. Cancellation. BUMEDINST 1510.19.

3. Background. Reference (a) establishes NITRAS as the official information system to provide the Chief of Naval Operations and the entire training community with a data base on training and manpower, and assigns responsibility for its management to the Chief of Naval Education and Training. Reference (b) assigns responsibility for administration of NITRAS to the Naval Education and Training Professional Development and Technology Center (NETPDTC) and defines reporting responsibilities of the curriculum control authority and the training activities. Reference (b) also provides a description of the system files and data elements. References (c) through (f) provide specific reporting procedures.

4. Policy

a. The Bureau of Medicine and Surgery (BUMED) is responsible for coordinating the timely and accurate input of Medical Department courses and student data to NITRAS, monitoring output reports for accuracy, and resolving discrepancies in the data.

b. NITRAS is the sole official source for the type of statistical information contained in its data base. Except in emergency situations, information reported to NITRAS must not be duplicated and provided by training activities in response to inquiries. Student statistics, convening schedules, and input plans should be obtained from NITRAS reports as the official source.

5. Areas of Responsibility. Responsibilities involved in Medical Department participation in NITRAS are assigned as follows:

a. BUMED

(1) Authorizes additions and changes to the course data.

(2) Maintains a point of contact for NITRAS matters and informs NETPDTTC and the training activities. Ensures the point of contact is trained in NITRAS procedures.

(3) Ensures timely and accurate submission of course data for Medical Department courses per reference (c).

(4) Monitors input by Medical Department training activities to the Student Master File (SMF).

(5) Monitors NITRAS output reports for accuracy and resolves discrepancies or assists training activities to resolve discrepancies.

(6) Provides advice and assistance to the NITRAS point of contact at training activities.

b. Training Activities

(1) Maintain a NITRAS point of contact and inform BUMED and NETPDTTC.

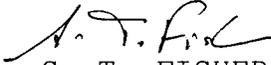
(2) Budget and provide for NITRAS training for personnel assigned to these responsibilities.

(3) Input data to the SMF within 5 working days of an event, ensuring input is accurate.

(4) Review NITRAS output reports for accuracy and resolve discrepancies.

6. Action. Data must be reported following paragraph 5 and references (c) through (e). Report problems achieving complete and accurate data reporting and problems that may arise in system operations to BUMED (MED-535). BUMED (MED-535) will coordinate with the training activities and NETPDTTC to resolve problems.

7. Forms. Forms required by this instruction may be obtained per enclosure (1).


S. T. FISHER
Deputy

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Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

NITRAS FORMS AVAILABILITY

1. NITRAS forms required by this instruction are listed below and may be obtained from the Bureau of Medicine and Surgery (MED-535), 2300 E Street NW, Washington, DC 20372-5300 at DSN 762-3831/3833 or commercial (202) 762-3831/3833.

a. CNET-GEN 1500/19 (Rev. 3-89), Catalog of Navy Training Courses (CANTRAC).

b. INSTR002-1 (10-97), Location Course Capacities.

c. INSTR005-1 (10-97), Location Durations.

d. INSTR008-1 (10-97), Functional Course Durations.

e. INSTR011-1 (10-97), Location Course Class Schedules.

f. INSTR070-1 (10-97), Location Courses.

g. INSTR318-1 (10-97), Maintain Course Plan Quota Allocations.

h. INSTR365-1 (10-97), Maintain Course Requirement Allocations.

i. NETPMSA 1510/2 (Rev. 2-94), NITRAS SMF Rosters.

j. NETPMSA 1510/4 (Rev. 10-89), NITRAS Training Summary File.

k. NETPMSA 1510/3 (1-87), NITRAS Pipeline.