

CHAPTER 18
INFORMATION TECHNOLOGY
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CHAPTER 18

INFORMATION TECHNOLOGY

1801 GENERAL**180101 Purpose**

1. This chapter provides instructions applicable to budget formulation and congressional justification for Information Technology programs.
2. These instructions apply to the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and reserve components), the Joint Staff, Unified Commands, the Inspector General DoD, the Defense Agencies, the DoD Field Activities, the Joint Service Schools, the Defense Health Program, and the Court of Military Appeals. All DoD appropriation accounts and funds are encompassed with the exception of non-appropriated funds (NAF).
3. All Defense Components that have Information Technology (IT) resource obligations that equal or exceed \$2 million in a fiscal year will report an Information Technology Overview and an IT-1. All Components with resource obligations for major systems and special interest initiatives/acquisitions as designated by the ASD(C³I) or other milestone decision authority (MDA) will report Part I of the Capital Investment Exhibit, referred to as the IT(300b). Components that serve as the executive or principal funding agent in the major systems and special interest initiatives/acquisitions will report all sections of the IT(300b).

180102 Submission Requirements

General guidance with regard to submission requirements is presented in Chapter 1. However, this chapter covers specific distribution instructions for the Information Technology Programs. All applicable exhibits and automated data base/formats will be submitted for both the OSD Budget Estimates Submission (BES) and the congressional justification submission or President's Budget (PB).

180103 Preparation of Material

General guidance with regard to the preparation of material is presented in Chapter 1 of the FMR. This section covers specified formats and specific material reporting requirements for the Information Technology programs.

180104 References

1. Chapter 1 provides general funding and appropriation policies; Chapter 3 provides specific policies related to Operation and Maintenance costs; Chapter 4 provides specific policies related to Procurement appropriations; Chapter 5 provides specific policies related to RDT&E; Chapter 6 provides specific policies related to Military Construction appropriations; and Chapter 9 provides specific policies related to the Defense Working Capital Fund (DWCF).
2. DoD Directive 5000.1, "Defense Acquisition," and DoD Regulation 5000.2-R, "Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs" should be referenced in fulfilling acquisition process reporting requirements.
3. Requirements are also generally addressed in Chapter 42 of the Office of Management and Budget (OMB) Circular No. A-11, "Preparation and Submission of Budget Estimates," as well as "A-11, Part III, Capital Asset Plan and Justification."
4. The Paperwork Reduction Act of 1995 and the Clinger-Cohen Act of 1996 (formerly referred to as the Information Technology Management Reform Act (ITMRA)) should be referenced for supporting definitions regarding IT Resources.

180105 Definitions

Chapter 1 provides policies and definitions regarding the application of expenses and investment criteria for budgetary purposes. The Office of Management and Budget Circular A-11 uses the term Information Technology (IT) Resources to describe the resources covered by the Public Law 104-106 (Clinger-Cohen Act of 1996).

1. **(Automated) Information System (AIS).** A combination of elements that will function together to produce the capabilities required to fulfill a mission need, including functional user, computer hardware and computer software, data and/or telecommunications links, personnel, procedures that are designed, built, operated, and maintained to perform the functions such as collecting, recording, processing, storing, retrieving, transmitting, and displaying information. The term AIS is sometimes used interchangeably with program, initiative, or strategy.
2. **Collections.** Identifies collections between executive, judicial, and legislative branches for information technology (IT) services; between Defense Components; and between activities within a DoD Component. Collections shall be categorized by system or business area. Should payments and collections be made between activities within a DoD Component, please provide an explanation in a footnote. For use in business areas and systems that are funded by fee-for-service, working capital fund and other industrial funds. Offset by payments in order to not overstate the total IT budget.
3. **Communications and Computing Infrastructure (C&CI).** Reportable category of C&CI provides the information processing (computing) and transport services (communications) used by functional applications. DoD common services, including most of what has historically been categorized as “value-added services”, are considered to be part of the C&CI this year. These common services are communications applications such as voice, data transfer (including EC/EDI), video teleconferencing, and messaging. Within the C&CI category, there is a further division by Program Areas and Functions.
4. **Communications Infrastructure.** The C&CI provides the information processing (computing) and transport services (communications) used by functional applications. DoD common services, including most of what has historically been categorized as “value-added services”, are considered to be part of the C&CI this year. These common services are communications applications such as voice, data transfer (including EC/EDI), video teleconferencing, and messaging. Within the C&CI category, there is a further division by Program Functions and Areas.
5. **Computing Infrastructure.** Program Function/Area of Communications and Computing Infrastructure (C&CI). Automated information processing operations reported in this section generally perform one or more of the following functions: processing associated with agency-approved automated information systems; time-sharing services; centralized office automation; records management services; or network management support. Staff associated with the operations here include computer operators, computer system programmers, telecommunications specialists, helpdesk personnel, and administrative support personnel.
6. **Current Services (CS).** Current Services represents the cost of operations at a current capability and performance level of the AIS, program and/or initiative when the budget is submitted. That is, what the cost would be if nothing changes from the baseline other than fact-of-life reductions, termination’s or replacement systems becoming operational. Current Services include: (1) Those personnel whose duties relate to the general management and operations of information technology, (2) maintenance of existing AIS, program or initiative, (3) corrective software maintenance which includes all efforts to diagnose and correct actual errors (i.e., processing or performance errors) in a system (4) maintenance of existing voice and data communications capabilities, (5) replacement of broken IT equipment needed to continue operations at the current service level, and (6) all other related costs not identified as Development/Modernization.

7. **Data Administration.** Program Area of Related Technical Activities. Activities reported in this area include: Data sharing and data standardization. Component data administration programs are defined in the Data Administration Strategic Plans.
8. **Development/Modernization (Dev/Mod).** Any change or modification to an existing AIS, program, and/or initiative which results in improved capability or performance of the baseline activity. Improved capability or performance achieved, as a by-product of the replacement of broken IT equipment to continue operations at the current service levels is not categorized as Development/Modernization. Development/Modernization includes: (1) program costs for new AISs that are planned or under development. (2) any change or modification to an existing AIS which is intended to result in improved capability or performance of the activity. These changes include (a) all modifications to existing operational software (other than corrective software maintenance); (b) acquiring technologically newer IT equipment to replace outdated IT equipment regardless of the age of the equipment or its commercial availability; and (c) expansion of existing capabilities to new users. (3) changes mandated by Congress or the Office of the Secretary of Defense. (4) personnel from the project management office and other direct support personnel involved with Development/Modernization.
9. **Economic Replacement.** Economic replacement of outdated IT equipment is not considered “Current Services” and shall be reported under “Development/Modernization.”
10. **Functional Area Applications (Func Appl).** Reportable category of Functional area applications, also referred to as AISs, are associated with all DoD mission areas—C2, Intelligence and combat support areas. They rely upon the information processing, common services, and transport capabilities of the Communications and Computing Infrastructure. Related technical activities provide the architectures, standards, interoperability, and information assurance that these systems require to operate effectively as part of the Defense Information Infrastructure. Although an application/system may serve more than one function, it is classified according to its predominate function. Within the Functional Application category, there is a further division into Functional Areas that equate to principal staff functions and activities.
11. **General Management Personnel.** Includes those people who are in policy, oversight, and/or other functions such as review of AIS program plans, life-cycle management oversight, strategic planning, headquarters staff, base level operators, engineers, etc. For the purposes of this reporting, resources associated with general management personnel will be categorized as “Current Services.”
12. **Information Security/Assurance.** Program Area of Communications and Computing Infrastructure (C&CI). Efforts include all efforts that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. These efforts include providing for the restoration of information systems by incorporating protection, detection, and reaction capabilities. As such IA is broader in scope than information systems security and reflects the realities of assuring the timely availability of accurate information and the reliable operation of DoD information systems in increasingly globally inter networked information environments.
13. **Information Technology Resources.** The Information Technology (IT) Resources that must be reported under this chapter are defined by OMB Circular A-11 and described by Clinger-Cohen Act of 1996, P.L.104-106. In particular, Information Technology means 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. It includes computers, ancillary equipment, software, firmware and similar procedures, services, and related resources whether performed by in-house, by contractor, by other intra-agency, or intergovernmental agency resources/personnel. Both system and non-system IT resources including base level units (communications, engineering, maintenance, and installation) and management staffs at all levels are included in IT reporting.
14. **Initiative Number (IN).** (Also referred to as the Resource Identification Number for IT Initiatives.) A four digit initiative number is assigned to initiatives, programs and systems that are reported in the IT budget. To register a new initiative or program not previously reported in the IT exhibits and not yet assigned a number, the OASD(C³I) will review and, if necessary, assign a number during the Budget or POM development process in

coordination with the Service or Agency POC. Initiative numbers are associated with the name, functional area/C&CI category; system grouping; migration status; and other pertinent management information. The current and archived lists of IN's is maintained on the C³I WEB page.

15. **Life-Cycle Cost (LCC).** The total cost to the government for an AIS, program and/or initiative over its full life. It includes the cost of requirements analyses, design, development, training, acquisition and/or lease, operations, support and, where applicable, disposal. It encompasses both contract and in-house costs, all cost categories and all related appropriations/funds. The costs may be broken down into useable increments describing the costs associated with delivering a certain capability or segment of an IT activity.
16. **Life-Cycle Management (LCM)/Acquisition Process Management.** A management process applied throughout the life of an AIS, program, or initiative, that bases all programmatic decisions on the anticipated mission-related and economic benefits derived over the life of the activity. Elements of this management are defined in the DoD Directive 5000 series.
17. **Major Category.** A program, initiative or information system is categorized as major if: (1) has anticipated or actual program costs, computed in FY 1996 constant dollars, in excess of \$120 million; or (2) has estimated program costs, computed in FY 1996 constant dollars, in excess of \$30 million dollars in any single year; or (3) has estimated life-cycle costs, computed in FY 1996 constant dollars, in excess of \$360 million; or (4) is designated by the DoD milestone decision authority (MDA) based on special interest assessments. All systems, programs and initiatives designated major by the OSD or Component milestone decision authority will be reported. Regardless of actual investment by an individual submitting activity, all funding for major category IT activities will be reported by all Components in the Major category in the IT-1. All executive agents must report IT(300b) formats for major category activities and include total funding for the Department on these exhibits.
18. **Non major Category.** For the purposes of IT budget reporting (1) in the Budget Estimate Submission, a non major AIS is reported at the same threshold as provided in the for the Program Objective Memorandum preparation instructions (e.g., an AIS that does not meet the criteria for a major system yet has a total of \$2 million (to include both Development/Modernization and Current Services) obligations (costs) per fiscal year), and (2) for the congressional justification submission, a non major AIS is an AIS that does not meet the criteria for a major system yet has a total of \$10 million (to include both Development/Modernization and Current Services) obligations (costs) per fiscal year. DoD standard systems (referred to as objective or approved migration systems, not already covered in this category or in the Major category, will be reported regardless of funding investment.
19. **Obligations/Cost.** For the purpose of IT budget reporting, obligations are the amount an agency has committed to spend on information technology in a given fiscal year. For the DWCF, cost applies wherever "obligations" is used in this guidance.
20. **Office Automation.** Facilities that support local area networks (LANs), file servers, or desktop computers, and that support administrative processing (i.e. word processing, spreadsheets, etc) rather than application processing, should be reported as Office Automation (listed as a separate function). This reporting category includes communications and computing resources, usually at the tenant level. Include communications and Automated Data Processing Equipment (ADPE) at the base/deployable/shipboard computing level.
21. **Other Category.** For those "Development/Modernization" and/or "Current Services" costs/obligations as well as initiatives not designated in the major and non-major categories. All IT resources will be categorized by the applicable IT/DII Reporting Structure-- functional/mission area (see Section 180106) under the IT-1.
22. **Other Related Technical Activities (RTAs).** All Defense Information Infrastructure (DII) initiatives that do not fit into any of the other C&CI Infrastructure Functions/and Related Technical Activities are reported here. These include but are not limited to BPR, Training, CIO Support Activities, and Pre Acquisition Decision Activities.

23. **Payments.** Identifies payments between executive, judicial, and legislative branches for information technology (IT) services; between Defense Components; and between activities within a DoD Component. Payments shall be categorized by system or business area. Should payments and collections be made between activities within a DoD Component, please provide an explanation in a footnote. For use in business areas and systems that are funded by fee-for-service, working capital fund and other industrial funds. Offset by collections in order to not overstate the total IT budget.
24. **Program Cost (also referred to as Initiative Cost).** The total of all expenditures, in any appropriation and fund, directly related to the AIS, program, or initiative definition, design, development, and deployment, and incurred from the beginning of the "Concept Exploration" phase through deployment at each separate site. For incremental and evolutionary program strategies, program cost includes all funded increments. Program cost is further defined in DoD 5000 documents.
25. **Related Technical Activities (RTAs).** Related Technical Activities service the DoD C&CI and AISs. While these activities do not directly provide functional applications, data processing, or connectivity, they are required to ensure that the infrastructure functions as an integrated whole and meets DoD mission requirements. RTAs include information assurance, spectrum management, development of architectures, facilitation of interoperability, and technical integration. RTAs could be considered as "overhead" services that are necessary to the DII. See Section 180106 for IT/DII Structure Table. Within the RTA category there is a further division into Program Areas.
26. **Special Interest Communications Programs.** Program Area of the IT/DII Communications and Computing Infrastructure (C&CI) division. Programs of special interest that should be reported here are Defense Message System, Electronic Commerce/Electronic Data Interchange, Distance Learning Systems, Video Teleconferencing. The resource category "Other" may not be used with this program area.
27. **Spectrum Management.** Program Area of Related Technical Activities. This refers to activities that deal with management of the military frequency spectrum.
28. **Standard Systems.** Refers to systems designated as OSD approved migration or objective systems; or Candidate migration or objective systems that are required to be reported. OSD approved systems are designated by an OSD Principal Staff Assistant (PSA) and subsequently approved by the ASD(C³I) as a migration or objective system. Candidate Migration Systems are those that have been nominated by a PSA but not yet approved by the ASD(C³I); or nominated by a service or agency that are pending PSA review. Migration or objective systems are discussed in DoD 8000 series.
29. **Technical Activities.** Program Area of Related Technical activities. This refers to activities that deal with testing, engineering, architectures and inter-operability.

180106 Reporting Structure

All information technology resources that are to be reported will be identified under one of the following Information Technology/Defense Information Infrastructure (IT/DII) Reporting Structure at the level designated in this structure. Reporting will be at the lowest level indicated in this table, by major, non-major and other categories based on the business rules provided in the IT Reporting software. For those resources that cross more than one area, the functional area, C&CI or RTA area is designated in the Master Initiative/System List maintained by ASD(C³I). The reporting area is based on the preponderance of the mission concept.

Information Technology/Defense Information Infrastructure (IT/DII) Reporting Structure

<u>A. Functional Area Applications Area (Funct Appl)</u>	<u>B. Communications and Computing Infrastructure (C&CI)</u>	<u>C. Related Technical Activities (RTAs)</u>
<ol style="list-style-type: none"> 1. Civilian Personnel 2. Command and Control 3. Economic Security 4. Environmental Security 5. Finance 6. Health 7. Information Management 8. Information Operations/Warfare 9. Intelligence 10. Logistics 11. Military Personnel & Readiness 12. Nuclear, Chemical and Biological (NBC) Defense Programs 13. Other (not otherwise specified) 14. Policy 15. Procurement/Contract Administration 16. Reserve Affairs 17. Science and Technology 18. Space 19. Systems Acquisition Management 20. Test and Evaluation 	<ol style="list-style-type: none"> 1. Special Interest Communications Programs <ol style="list-style-type: none"> (a) Defense Message System (b) Electronic Commerce/ Electronic Data Interchange (c) Distance Learning Systems (d) Video-Teleconferencing 2. Communications Infrastructure <ol style="list-style-type: none"> (a) Long Haul/Wide Area (b) Deployable/Tactical/Shipboard (c) Base Level 3. Computing Infrastructure <ol style="list-style-type: none"> (a) Main-frame Processing (b) Mid Tier Processing (c) Deployable/Tactical/Shipboard Computing 4. Office Automation 5. Information Security/Assurance 	<ol style="list-style-type: none"> 1. Spectrum Management 2. Data Administration 3. Technical Activities (e.g. Testing Engineering Architectures Interoperability) 4. Other (e.g. BPR Training CIO Support Activities)

- ◆ Functional Area Applications are further classified into Functional Areas which equate to major functions or missions of the Department and are aligned with OSD Principal staff responsibilities.
- ◆ C&CI are further divided into Program Functions and Areas such as Special Communications, Communications Infrastructure, Computing Infrastructure, Office Automation and Information Security/Assurance.
- ◆ Related Technical Activities are subdivided into Program Functions and Areas such as Spectrum Management, Data Administration, Technical Activities and Other (see examples in table above.)
- ◆ Numbered or Lettered levels indicate the reporting level in the IT-1.

1802 BUDGET ESTIMATES SUBMISSION**180201 Purpose**

This section provides guidance for preparation and submission of budget estimates for the Information Technology resources to OSD. Supplemental guidance will be issued, if required, to effect any reporting requirements resulting from congressional or Office of Management and Budget (OMB) A-11 guidance updates will be provided through the ASD(C³I) designated WEB page (<http://www.dtic.mil:80/c3i/>) as designated in the budget call memo.

180202 Submission Requirements

A. The following exhibits, for which specified formats and detailed submission formats are provided in Section 180402, are required. Automated submission is required.

IT OV	Information Technology Overview
IT-1	Information Technology Resources by Functional/Mission Area
IT-300b	IT Capital Investment Exhibit (Capital Asset Plan and Justification Reporting)

B. Distribution of the OSD budget estimates material will be made in accordance with the charts contained in Chapter 1. Specific instructions will be provided for the automated submission of the exhibits identified above. Limited hard copies of exhibits may be requested and will be prepared in landscape (8.5 by 11 inches); double-sided; and three hole punched at the top for assembly in three ring binders.

C. IT OV, Information Technology Overview provides a narrative summary that all Components will provide. Specific requirements are discussed in Section 180402. The IT Overview will address, at a minimum, the following areas: (1) characterization of your Component's overall IT program within the overall mission context, the CIO/IT priorities and prioritization process; (2) description of the investment in and the use of IT supporting your Component's mission (i.e. those described in strategic/business plans as well as the IT Management Strategic Plan); (3) discussion of the projected and actual accomplishments of IT investments by functional/mission areas (include mission performance measures); (4) explanation of the major initiatives/investment portfolio supported in the budget year estimate, including the accomplishments; and (5) accounting for changes to the prior baseline budget submitted to Congress, particularly significant changes in investments including those for major programs, systems, and/or initiatives.

The baseline will also identify, in simple table format, the previous submission's appropriated funds by fiscal year, the current submission's appropriated funds, the total difference and a brief explanatory audit trail of the differences (e.g. transfers to and from the component, major changes in funding, congressional reductions, system increases, decreases, or terminations) within and between Fiscal Years. A similar section should be included for other than appropriated fund resources (Defense Working Capital Fund, other industrial funds, or resources from other Federal Agencies). A management section should discuss implementation activities and accomplishments in addressing the CCA, GPRA and related reforms; actions taken to integrate the CCA requirements into the PPBS; performance measures activities; and CIO management framework. The management section will also identify any system, program or initiative additions, consolidations, deletions, and name modifications from the prior year congressional justification baseline.

D. IT-1, Information Technology Resources by Functional or Program Area/Mission and Category, resources are reported using the IT/DII Reporting Structure that is divided into three primary divisions or resource areas: Functional Area Applications (Func Appl); Communications and Computing Infrastructure (C&CI); and Related Technical Activities (RTAs). Functional Area Application are further divided into Functional Areas. For C&CI and RTA's, these are grouped into Program Functional Activities. Exhibit IT-1 must be prepared using these

categorization requirements and by appropriation/fund source and submitted electronically using the IT Budget automation. This electronic submission is based on the IT master system list that identifies and groups the separate systems, program, or initiatives by primary functional/mission areas as identified in Section 180106. IT-1 will record the appropriate initiative number and title registered in the IT budget automation master tables. Software and additional guidance is provided through the ASD(C³I) designated WEB page (<http://www.dtic.mil:80/c3i/>) and as discussed in the call memo.

E. IT-300b, Capital Investment Exhibit, requirements are defined in OMB's A-11, part 3, Capital Asset Plan and Justification. Section 1804, IT Program Submission formats, contain the DoD requirements for this reporting.

F. Additional reporting requirements will be identified in the call memorandum, as necessary. Additional management and supporting data may be designated by the Chief Information Officer (CIO) to support detailed justification requirements.

G. The following IT resources are generally exempted from IT reporting:

1. Acquired by a Federal Contractor which are incidental to the performance of a Federal Contract;
2. Physically part of, dedicated to, or essential in real time to the mission performance of a weapon system. Radar, sonar, radio, or television equipment are similarly exempted.
3. Highly sensitive, special access AIS programs whose resources are specifically exempted from budget reporting by the ASD(C³I). In general, these resources are reviewed through the separate Intelligence budget processes.

180203 Arrangement of Backup Exhibits

Exhibits will be assembled in the sequence shown in Section 180202, as applicable. Submissions will include appropriate summary and exhibit indices (e.g. Exhibits IT-1 and IT-300b).

1803 CONGRESSIONAL JUSTIFICATION/PRESENTATION**180301 Purpose**

This section provides guidance for the organization of justification material for the Information Technology programs submitted in support of the President's budget. The Department will submit a final, consolidated report to OMB and Congress.

180302 Justification Book Preparation

Justification Books will be prepared in the same manner as specified in Section 1802. In addition, the justification books submitted to Congress are to be unclassified or declassified.

180303 Submission Requirements

Submission requirements are as specified in Section 180202 except as noted below:

A. For President's Budget Congressional Justification Materials only: National Security Systems that involve the command and control of military forces which are critical to the direct fulfillment of military or intelligence missions and which is primarily acquired or designed to support the Commander after deployment and has been given written exemption from this reporting by the ASD(C³I). These exclusions will be addressed in separate C³ justification materials (Note: there is some overlap between the IT and C³ Justification books). This exclusion shall not include IT Resources used for routine administrative and business applications such as payroll, finance, logistics and personnel management.

B. Advance transmissions are required to be reviewed and approved by the Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (OASD(C³I)) prior to the DoD Component's official submission and production. Three advance hard copies of the exhibits with required electronic submissions are to be provided to the OASD(C³I), Room 3D228, Pentagon.

180304 Input for Summary Information Technology Justification Books

A. General. All exhibit data shall be submitted in automated form. The OASD(C³I) is responsible for providing the DoD Information Technology summary tables of the IT data in accordance with prior congressional direction and Section 1804 of this Chapter. To accomplish this requirement, electronic formats will be used by the Defense Components to generate their submission. The OASD(C³I) will maintain the electronically submitted IT Budget database. Other specific guidance for the IT budget materials will be provided as required.

B. Distribution of the final justification material will be made to Congress, the Office of Management and Budget (OMB), the Government Accounting Office (GAO) and the DoD Inspector General.

1. Distribution of consolidated information will be made by the OASD(C³I) once reviewed and approved. Services ensure final Security Review is performed and provide a copy of the appropriate release form to OASD(C³I).

2. OASD(C³I) will consolidate the electronic submissions from the Defense Components to prepare the individual activity, summary information and graphics and make distribution to OMB, Congress (House National Security Appropriations Subcommittee (2 copies), Senate Defense Appropriations Subcommittee (2 copies), House National Security Committee (2 copies), Senate Armed Services Committee (2 copies).

3. All submitting Defense Components are to provide 10 copies of the final IT exhibits in landscape orientation, three hole punch at the top (ready for placement in three ring binders), without staples or other fasteners to the OASD(C³I), Room 3D228 for distribution. Colors of covers will follow guidance in Chapter 1 or applicable budget guidance.

C. Once the justification books have been released to the Congress and the OMB, the remaining distribution will be made in accordance with the format, table and media guidance (Justification Material Supporting the President's Budget Request) in Volume 2, Chapter 1.

1804 INFORMATION TECHNOLOGY PROGRAM SUBMISSION FORMATS

180401 Purpose

The formats provided on the following pages reflect guidance presented in previous sections of this chapter. Further clarification is also provided within the specific detailed instructions for the exhibits under Section 180402. Unless modified in a subsequent budget call, these formats should be adhered to.

180402 Exhibits in Support the Information Technology Budget Submission

IT OV Information Technology Overview	13
IT Resources by IT/DII Category Exhibit (IT-1)	14
IT Capital Investment Justification Exhibit (IT 300b)	23

(Name of DoD Component)
Information Technology Overview
(Appropriate Submission Heading)

1. Purpose. Provide a justification of each Component's Information Technology resources.
2. Submission. An Information Technology Overview is required from all Defense Components who have obligations/costs of \$2 million or more in any single PY, CY, BY-1, and/or BY-2 for information technology activities. The information will be submitted electronically as indicated in technical guidance on the C³I web page. Hard copy and electronic data views will be *landscape oriented*.
3. Entries. IT OV, Information Technology Overview provides a narrative summary that all Components will provide. Specific requirements are discussed in Section 180402. The IT Overview will address, at a minimum, the following areas: (1) characterize your Component's overall IT program within the overall mission context, the CIO/IT priorities and prioritization process; (2) describe the investment in and the use of IT supporting your Component's mission (i.e. those described in strategic/business plans as well as the IT Management Strategic Plan); (3) discuss the projected and actual accomplishments of IT investments by functional/mission areas (include mission performance measures); (4) explain the major initiatives/investment portfolio supported in the budget year estimate, including the accomplishments; and (5) account for changes to the prior baseline budget submitted to Congress, particularly significant changes in investments including those for major programs, systems, and/or initiatives.

The baseline will also identify, in simple table format, the previous submission's appropriated funds by fiscal year, the current submission's appropriated funds, the total difference and a brief explanatory audit trail of the differences (e.g. transfers to and from the component, major changes in funding, congressional reductions, system increases, decreases, or terminations) within and between Fiscal Years. A similar section should be included for other than appropriated fund resources (Defense Working Capital Fund, other industrial funds, or resources from other Federal Agencies). A management section should discuss implementation activities and accomplishments in addressing the CCA, GPRA and related reforms; actions taken to integrate the CCA requirements into the PPBS; performance measures activities; and CIO management framework. The management section will also identify any system, program or initiative additions, consolidations, deletions, and name modifications from the prior year congressional justification baseline.

The IT OV should be done in a way that is most useful to provide understanding of the Component's IT activities as well as to convey why funding has changed from the prior year baseline. Changes (including administrative changes and transfer of function activities) related to the IT-1 or the IT-300b exhibit section (e.g., deleting major AIS's from reporting) will be explained in the management section.

Appropriation Submission Heading will follow the terminology required in the budget call memorandum. Additional reporting and formatting requirements will be identified in the call memorandum, as necessary.

INSTRUCTIONS FOR PREPARATION OF INFORMATION TECHNOLOGY (IT) RESOURCES BY IT/DII CATEGORY EXHIBIT (IT-1)

1. **Purpose.** This exhibit provides a more detailed resource reporting by mission category of a component's estimates for information technology (IT) activities for FY PY, FY CY, FY BY1, FY BY2, (FY BY3, FY BY4, and FY BY5 for selected systems). The total by appropriation and fund reported in this exhibit shall equal the total reportable IT resources used by the submitting agency, unless specifically exempted stated in the Overview. Major System reporting in the IT-1 will be equal to the non-memo entry information recorded in Part 1 of the IT(300b).
2. **Submission.** The exhibit is required from each Defense component that obligates or incurs costs for information technology (IT) activities totaling \$2 million in FY PY, FY CY, FY BY1, FY BY2, (FY BY3, FY BY4, and FY BY5 for selected systems). for major, non-major and other, by appropriation within the IT/DII reporting structure. Dollars are to be displayed in thousands. The electronic submission will generate this format for this exhibit as well as intermediate subtotals by required divisions and categories.
3. **Entries.** For each IT/DII Reporting Division (or Mission), the estimates for Development/Modernization (D/M), and Current Services (CS), listed by Major Systems/Initiatives, Non-major Systems/Initiatives, and total of all other information technology (IT) resources, at appropriation/fund level of detail are displayed (see detailed Resource Information note on this format). The following guidance is applicable:
 - a. **Name of DoD Component.** Identify the name of DoD Component required to submit this exhibit on each page of the Exhibit in header format.
 - b. **IT/DII Structure.** The IT/DII is divided into three primary divisions or resource areas:
 - **Functional Area Applications (Func Appl) :** Functional area applications, or AISs, are associated with all DoD mission areas—C2, Intelligence and combat support areas. They rely upon the information processing, common services, and transport capabilities of the Communications and Computing Infrastructure. Although a Functional Application may serve more than one function, it is classified according to its predominate function. Within the Functional Application category, there is a further division into Functional Areas.
 - **The Communications and Computing Infrastructure (C&CI):** The C&CI provides the information processing (computing) and transport services (communications) used by functional applications. DoD common services, including most of what has historically been categorized as “value-added services”, are considered to be part of the C&CI this year. These common services are communications applications such as voice, data transfer (including EC/EDI), video teleconferencing, and messaging. Within the C&CI category, there is a further division by Program Functions and Areas.
 - **Related Technical Activities (RTAs):** Related Technical Activities service the DoD C&CI and AISs. While these activities do not directly provide functional applications, data processing, or connectivity, they are required to ensure that the infrastructure functions as an integrated whole and meets DoD mission requirements. RTAs include information assurance, spectrum management, development of architectures, facilitation of interoperability, and technical integration. RTAs could be considered as “overhead” services that are necessary to the DII. Within the RTA category there is a further division into Program Functions.

See Section 180106 for IT/DII Structure Table.

c. Major System/Initiatives. For each Functional Application Area, identify the major initiative by name and initiative number (Note an Initiative Number (IN) will be assigned for use in the electronic submission. IN's are assigned by OASD(C³I)) and maintained in the C³I Web page. A major initiative is defined in Section 180105, "Preparation of Material." For each initiative listed ("1 through N") identify estimates for the D/M, CS, with breakout of the subtotal by type or appropriation and fund for each fiscal year. The data entry into the electronic format will require appropriation and fund data by D/M and CS.

d. Non-Major Systems/Initiatives. For each Functional Area Application (Func Appl), alphabetically identify the non-major Initiatives by name and designated system number (from the electronic database). A non-major Initiative is defined in Section 180105, "Preparation of Material." For each initiative listed (1 through N) identify estimates for the D/M, CS, with breakout of the subtotal by type or appropriation and fund for each fiscal year. The data entry into the electronic format will require appropriation and fund data by D/M and CS. IN's are assigned by OASD(C³I)

e. All Other. The purpose of this entry is to aggregate estimates within Functional Areas or Programs for those initiatives or program initiatives that fall outside the designated reporting for Major Initiatives and Non-Major Initiatives, usually below reporting level total cost in a fiscal year (for the OSD/OMB Budget Estimate Submission this will be the POM Tab G threshold). Also, include all other IT related obligations (costs) not normally associated with an initiative but part of the total IT. Identify estimates for the D/M, CS, with breakout of the subtotal by type or appropriation and fund for each fiscal year. The data entry into the electronic format will require appropriation and fund data by D/M and CS. **Note: Special Interest Communications programs are never reported in Other category.**

f. Submittor Grand and IT/DII Resource Area Totals. The software will generate at the beginning of the exhibit various totals of the estimated obligations (costs) for all IT activities reported. The grand total shall equal the sum of the Functional Area totals. Identify "Development/Modernization" and "Current Services" by type of appropriation and fund by fiscal year.

g. Total Functional Area X. For each Functional Area, display total D/M, total CS, with breakout of type of appropriation and fund by fiscal year, subtotalling this category.

h. Basic Details for Electronic Interface. The following table shows the basic interface for the new electronic IT reporting system. For those Components who provide a direct electronic interface to the system, the following reporting criteria need to be submitted for each line of data being reported.

Budget Year (XXXX)	Char(4) (XXXX)
Submission (BES or President's Budget)	Char(1) (B, P)
Component Code (From IT Reporting System)	Char(3) (XXX)
Initiative Number (From IT Reporting System)	Char(4) (XXXX)
Category Code (Major, Non-Major, Other)	Char(1) (M, N, O)
Standard (Legacy or Migration System)	Char(1) (L, M)
D/M or CS (Dev/Mod or Current Service)	Char(2) (DM, CS)
Appropriation (Appropriation Code)	Char(5) (XXXXX)
PY (Prior Year) (Dollars in Thousands)	Number (XXXXXX) (Value)
CY (Current Year) (Dollars in Thousands)	Number (XXXXXX) (Value)
BY1 (Budget Year 1) (Dollars in Thousands)	Number (XXXXXX) (Value)
BY2 (Budget Year 2) (Dollars in Thousands)	Number (XXXXXX) (Value)
BY3 (Budget Year 3) (Dollars in Thousands)	Number (XXXXXX) (Value)
BY4 (Budget Year 4) (Dollars in Thousands)	Number (XXXXXX) (Value)
BY5 (Budget Year 5) (Dollars in Thousands)	Number (XXXXXX) (Value)

i. Details in the Initiative Master Table. The following table shows the data that will be stored for each initiative in the Initiative Master table.

Initiative Number	Char(4) (XXXX)
Initiative Title (Full Title of Initiative)	Char(75) (XXXXXXXXXXXXXXXXXXXXXX)
Initiative Acronym (Acronym for Initiative)	Char(10) (XXXXXXXXXX)
Service Reporting Number (System number the Services use for the Initiative in their own databases)	Char(10) (XXXXXXXXXX)
IT/DII Code (Appropriate IT/DII Reporting Structure Code for the Initiative e.g. Functional Area Application - Civilian Personnel)	Char(3) (XXX)
Component Code (From IT Reporting System)	Char(3) (XXX)
Reported at POM and BES	Char(2) (PM, BS)
Reserved	Char(9) (XXXXXXXXXX)
NSS Exemption (5 possible breaks - Exempt from NSS Reporting, Reportable, C2 Exempt, C2 Reportable)	Char(2) (NE, NR, CE, CR,)
Standard Number (Standard Initiative Number to be defined later)	Number (XXXXXXXX)
Established Date (Date Initiative was Established in the system)	Date
Archive Date (Date Initiative was Archived in the system)	Date
Archive Code (Code used for Archival Identification)	Char(1) (D for duplicate, M for migration, R for retire)

(Name of DoD Component)
 Information Technology Resources by IT/DII Category
 (Appropriate Submission Heading)
 (Dollars in Thousands)

FY PY FY CY FY BY1 FY BY2 Total PY-PY3

I. GRAND TOTAL

Total Resources

Total by Appropriation/Fund (specify)

Development/Modernization
 Appropriation/Fund (specify)
 Subtotal Dev/Mod
 Current Services
 Appropriation/Fund (specify)
 Subtotal Current Services

- *Provide Detailed Resource Information refers to the resource breakouts listed above.*

II. TOTALS BY IT/DII REPORTING

STRUCTURE DIVISIONS

- *Reporting Structure Divisions are defined in Section 180106 IT/DII Reporting Structure Table. Functional Application Areas are further broken down into Functional Areas. Communications and Computing Infrastructure and Related Technical Activities are further broken down into Program Functions and Areas.*

A. Functional Applications Area (Func Appl)

Total Funct Appl
 Total Funct Appl by Appropriation/Fund (specify)

- Provide Detailed Resource Information

FY PY FY CY FY BY1 FY BY2 Total PY-PY3

B. Communications and Computing Infrastructure (C&CI)

Total C&CI
Total C&CI by Appropriation/Fund (specify)

- Provide Detailed Resource Information

C. Related Technical Activities (RTA)

Total RTA
Total RTA by Appropriation/Fund (specify)

- Provide Detailed Resource Information

III. DETAIL WITHIN IT/DII REPORTING STRUCTURE DIVISIONS BY FUNCTIONAL APPLICATIONS; FUNCTIONAL AREA, OR PROGRAM

A. Reporting Structure Division --Functional Applications (Funct Appl)

Total Functional Applications
Total Functional Applications by Appropriation/Funds (Specify)

- Provide Detailed Resource Information

(System will provide subtotals at above level of detail
by Funct Appl Functional Area)

(1) Functional Area 1-N (Report by each Functional Area listed on IT/DII Table)

(a) Major Systems/Initiatives Functional Area 1-N
Total Major Resources
Total Major by Appropriations/Funds (Specify)
Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
Total Initiative Resources
Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

- | | <u>FY PY</u> | <u>FY CY</u> | <u>FY BY1</u> | <u>FY BY2</u> | <u>Total PY-PY3</u> |
|-----------------------------------------------------------------------------------------------------|--------------|--------------|---------------|---------------|---------------------|
| (b) Non-major Systems/Initiatives Functional Area 1-N | | | | | |
| Total Non major Resources | | | | | |
| Total Non major by Appropriations/Funds (Specify) | | | | | |
| Development/Modernization and/or Current Services | | | | | |
| • Provide Detailed Resource Information | | | | | |
| Initiative Number and Name 1-N | | | | | |
| Total Initiative Resources | | | | | |
| Total by Appropriation/Fund (specify) | | | | | |
| • Provide Detailed Resource Information | | | | | |
| (c) Other Functional Area 1-N | | | | | |
| Total Other Resources | | | | | |
| Total Other by Appropriations/Funds (Specify) | | | | | |
| Development/Modernization and/or Current Services | | | | | |
| • Provide Detailed Resource Information | | | | | |
| Initiative Number and Name 1-N | | | | | |
| Total Initiative Resources | | | | | |
| Total by Appropriation/Fund (specify) | | | | | |
| • Provide Detailed Resource Information | | | | | |
| B. Reporting Structure Division –Communications and Computing Infrastructure (C&CI) | | | | | |
| Total C&CI | | | | | |
| Total C&CI by Appropriation/Funds (Specify) | | | | | |
| • Provide Detailed Resource Information | | | | | |
| (System will provide subtotals at above level of detail by C&CI Program Area) | | | | | |
| (1) C&CI Program Functions/Area 1-X (Report by each Program Area listed on IT/DII Table) | | | | | |
| (a) Major Systems/Initiatives C&CI Program Functions/Area 1-X | | | | | |
| Total Major Resources | | | | | |
| Total Major by Appropriations/Funds (Specify) | | | | | |
| Development/Modernization and/or Current Services | | | | | |
| • Provide Detailed Resource Information | | | | | |

FY PY

FY CY

FY BY1

FY BY2

Total PY-PY3

Initiative Number and Name 1-N
Total Initiative Resources
Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

(b) Non-major Systems/Initiatives C&CI Program Functions/Area 1-X

Total Non major Resources
Total Non major by Appropriations/Funds (Specify)
Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
Total Initiative Resources
Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

(2) Other C&CI Program Functions/Area 1-X

Total Other Resources
Total Other by Appropriations/Funds (Specify)
Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
Total Initiative Resources
Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

C. Reporting Structure Division –Related Technical Activities (RTA)

Total RTA
Total RTA by Appropriation/Funds (Specify)

- Provide Detailed Resource Information

(System will provide subtotals at above level of detail by RTA Program Activity)

IT Resources by IT/DII Category Exhibit (IT-1)

Page 8 of 9

FY PY FY CY FY BY1 FY BY2 Total PY-PY3

(1) Program Area RTA Program Functions/Area 1-X (Report by each Program Area listed on IT/DII Table)

(a) Major Systems/Initiatives Program Functions/Area RTA 1-X

Total Major Resources
 Total Major by Appropriations/Funds (Specify)
 Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
 Total Initiative Resources
 Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

(b) Non-major Systems/Initiatives Program Functions/Area RTA 1-X

Total Non major Resources
 Total Non major by Appropriations/Funds (Specify)
 Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
 Total Initiative Resources
 Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

(c) Other RTA Program Functions/Area 1-X

Total Other Resources
 Total Other by Appropriations/Funds (Specify)
 Development/Modernization and/or Current Services

- Provide Detailed Resource Information

Initiative Number and Name 1-N
 Total Initiative Resources
 Total by Appropriation/Fund (specify)

- Provide Detailed Resource Information

- NOTE: Provide Detail Resource Information to be reported within specified Break

Development/Modernization

Appropriation/Fund (specify)

Subtotal

Current Services

Appropriation/Fund (specify)

Subtotal

IT Capital Investment

Preparation of OMB A-11, 300b Report—Updated instructions are maintained on the C³I Web Page, and are based on changes to the A-11, Part 3, Capital Investment Justification and the Capital Programming Guide. Financial terms are consistent with this FMR, specifically this Chapter. Acquisition and Program Management information are based on the DoD 5000 series and Deskbook.

1. **Purpose.** This report provides detailed project information on major DoD IT System/Initiative investments. This reporting requirement is described on the C³I web page. Descriptive information will be compatible with the Master Initiative list maintained on the C³I Web page.
2. **Submission.** The exhibit is required for each major DoD IT initiative/program reported in the Exhibit IT-1. Current major DoD/IT initiative/program can be identified in the Master Initiative Table found on the C³I web page.
3. **Entries.** For each major DoD/IT initiative/program, the following guidance is applicable:
 - a. **Description Information:** The initiative/project name is the name of the major initiative/project being reported; the initiative number is the number currently registered on the Master Initiative list (this can be found on the C³I Web page.); the Program Activity/Mission Area refers to IT/DII categories, functional and program activities; the Project status refers to the date the project was initiated, date of last Acquisition Decision Memorandum (ADM) and the milestone/phase of the current review; whether or not the project is a financial management system; current Year 2000 phase; Mission Critical status; Standard System status; and the Organizational POC/Program Manager. Further information for filling out this section of the 300b can be found in the following exhibits and on the C³I Web page.
 - b. **Part I:** The Summary of Spending for Project Stages requires the budget authority and outlay estimates in millions of dollars. This section provides a detailed report of the initiative/programs funds for Summary of Prior Years –1; Data FY PY, FY CY, FY BY1, FY BY2, FY BY3, FY BY4, FY BY5, within each stage, and at selected detail. The stages shown in the table are Planning, Full Acquisition, Current Service/Maintenance, Total Budget Authority and Total Outlays. Further instructions for filling out this section of the 300b can be found on the following exhibits and the C³I Web page. As applicable, these data must correlate with the IT-1 Exhibit information.
 - c. **Part II:** The Budget Justification Materials section requires detailed information on Justification, Program Management, Contract Strategy and Architecture, Infrastructure Standards, and Financial Basis for Selecting the Project. Further instructions for filling out this section of the 300b can be found the C³I Web page. Many terms relate to the DoD 5000 series, Deskbook, and acquisition management products.
 - d. **Part III:** The Cost, Schedule, and Performance Goals section requires baseline cost, schedule, and performance goals for all proposed and ongoing acquisitions. The agency planning process is expected to produce acquisition plans that have a high probability of successfully achieving goals. In this section you are required to give a Description of Performance based systems, Previous Baseline, Baseline, Current Estimate and Variance from Baseline Goals in Dollars Million for PY-1, PY, CY, BY, BY1 BY2 BY3 and BY4-n. There is also a section for Corrective actions and Year 2000 Phase. Further instructions for filling out this section of the 300b can be found on the C³I Web page.

(Name of DoD Component)
 Capital Investment Exhibit (A11, Part 3, 300b report)
 (Appropriation Submission Heading)

Part 1. Summary of Spending For Project Stages:

Program Activity: (IT/DII Framework Category)
 Project Name and Acronym

	Cum total PY-1 and prior	Dollars in Millions.								Total
		PY	CY	BY	BY +1	BY +2	BY +3	BY +4	BY +5	
Planning										
APPN or Fund 1 to n- Dev Mod										
Total Dev Mod										
Full Acquisition										
APPN or Fund 1 to n- Dev Mod										
Total Dev Mod										
Total Resources By Fiscal Year										
Current Services/Maintenance										
APPN or Fund 1 to n-Current Services										
Total Current Service										
Total Resources by FY.										
Total Budget Authority										
Total Outlays										
If funded thru payments and collections Include this information as memo entry.										

Part II: Justification

Provide Requested Justification Materials:

A. Justification:

1. Section E. Investment Description.
2. Statement of how this project helps the agency meet the agency/DoD mission; long term strategic goals and objectives (DPG, Mission goals and/or IT strategic plan). This should be beyond the Mission Element Needs or requirements described above.
3. Describe the pre milestone O/ Planning activities that lead up to this decision. Business Process Reengineering, Migration plan; other approaches.
4. Basis for selecting the project, including demonstration that the investment is required for inherently government function; demonstrate that the work processes have been redesigned to reduce costs and improve effectiveness:

B. Program Management:

5. Identify the process owner (business activity, military mission), executive agent, program manager, and contracting office that manages this project if not, how is this project managed?
6. Does this project use Integrated Project Teams approach? If not, how is the project/initiative accomplishments monitored; how are resources reviewed.

C. Contract Strategy:

7. Identify major contract names; prime contractor and City, State, if awarded.
8. Identify the type of contract and why it was chosen.
9. Identify whether the contract is performance-based and summarize the performance goals in the contract.

D. Architecture and Infrastructure Standards:

10. Does this system meet current Government wide, DoD and Agency interoperability requirements? Describe current compliance levels, target levels, and date target will be accomplished. (Map to agency's technology vision.)
11. Infrastructure Strategy:
12. Are HW requirements included in this funding? If not, how?
13. Transport (Communications and Computing) requirements are met by what means?
14. What are the interdependencies with other acquisitions (such as base level infrastructure requirements.
15. Is this system based on COTS; mix of COTS and custom, or custom only. Provide justification for custom components

E. Financial Basis for Selecting the Project

Provide the Analysis of Full Life-Cycle costs (estimates of total cost of ownership. Include current rebaselining information and basis for rebaselining. APB, and date

Dollars in Millions

Program	Program	Program	Program	Program	Total
Year 1	Year 2	Year 3	Year 4-	Year N	

Increment 1-N if applicable.

APB Total Resources by FY

Increment 1-N if applicable.

Rebaseline Total Resources by FY

1. Cost/benefit analysis (including return on investment (ROI), replaced system or process savings, recovery schedule and any intangible (mission) returns that benefit the organization/mission but are difficult to quantify.
2. Analysis of alternative options. (Describe preliminary activities if AOA not yet performed.)
3. Underlying assumptions.
4. Estimate of Risks.

Part III: Cost, Schedule, and Performance Goals

- A. Description of Performance based system(s) used to monitor the achievement of, or deviation from, goals during the life-cycle of the planning, acquisition, and use of the project.
 - Baseline Information (FY that project was established in)
 - Management oversight—or the system used to monitor the achievement or deviation from goals during the life cycle of the project. Earned value or alternate approach. (if not earned value what is used?)

	PY-1	PY	CY	BY	BY+1	BY+2	BY+3	BY+3-n
B. Previous Baseline								
Cost Goals (\$M)								
Schedule Goals (milestones)								
C. Baseline								
Cost Goals (\$M)								
Schedule Goals (months)								
D. Current Estimate								
Cost Goals (\$M)								
Schedule Goals (months)								
E. Variance from Baseline Goals								
Cost Goals (\$M)								
Schedule Goals (months)								

- Has this system been rebaselined since initial program establishment. If so, when and why.
- Has this system had milestone slippages since the last president's budget.
- Cost Goals of current approved milestone/phase: Have their been changes (10% from last submission) since the last President's Budget submission?
- What was the basis of the dollar change and how did this impact the milestone/phase/increment objectives?
- Variance from last submission (identify which submission): If there has been a 10% change, discuss variance in G.. below.
- Describe how the CIO/CFO and MDA/IPT will be/has been informed of this variance. (Include when and by what means).
- If there has been a 10% change in the FYDP program, or in any fiscal year, describe and justify the variance.
- If Year 2000 implementation has impacted cost and schedule goals you may describe in the Y2K section attached. Justify variance , if any, particularly those which cause "opportunity costs".
- If the cost variance is caused by contract price/quantity changes, describe.

- ❖ Performance Goals (report for same years/groupings as the Cost and Schedule Goals) —Summarize the Performance goals of the acquisition and show how the assess will help the agency meet its overall mission, strategic goals, and annual performance plan. Summarize the in house and contract work goals here.
- ❖ Describe goal accomplishments.

F. Corrective actions.

- Identify and discuss corrective actions that have been or will be taken if the current cost or schedule estimates have a negative varience.
- Identify the effect the actions will have on cost, schedule and performance.
- Include barriers or risks to meeting funding/cost goals. Describe methods to reduce risk.

1) Schedule Goals:

- Milestones---

Baseline (Milestone) Schedule	Last President's Budget (Month Year)		Current Submission (Month Year)
	Approved	Achieved	
Milestone, phase; increment 1-N			Approved/Estimated

- Since the current approved position, is there a change to the estimate. Describe reason and impact. What process will be used/was used to notify the CIO/CFO and MDA/IPT of this change? (When and by what means?)
- Variance from schedule from last submission (identify which submission). Justify variance.
- Describe Corrective Actions. Include barriers or risks to meeting schedule goals. Describe methods to reduce risks.

- 2) Performance Goals: Summarize the performance goals of the acquisition as stated by the current requirement. Discuss both mission and system performance goals.
- Identify accomplishments to date; describe mission and system performance goals against the milestone schedule, or other schedule.
 - Variance from performance from last submission (identify which submission): Are the performance goals on track since last president's budget submission/last milestone or phase change? Identify any barriers/risks which must be accommodated. Justify variance.
 - Describe corrective actions. Include barriers or risks to meeting schedule goals. Describe methods to reduce risk.

G. Year 2000 Special Information:

Previous President's Budget	Current Submission
--------------------------------	--------------------

- Y2K Phase
 - date of accomplishment
 - funding estimate by phase
 - Estimated time that for Full Y2K Compliance:
 - Has funding been accomplished within project funding? By reprogramming from other IT; other agency dollars? Are their interface or other inter-dependencies for this project? Other assumptions?
 - What opportunity costs in terms of cost, schedule and performance has Y2K requirements effected (if discussed above, so state.)