

CHAPTER 18
INFORMATION TECHNOLOGY RESOURCES AND NATIONAL SECURITY SYSTEMS

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CHAPTER 18

June 2000

**INFORMATION TECHNOLOGY
&
NATIONAL SECURITY SYSTEMS****01801 GENERAL****180101 PURPOSE**

1. This chapter provides instructions applicable *to supporting budgetary material* and congressional justification for Information Technology (IT) *and National Security systems (NSS) and 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 any resource obligations *supporting* Information Technology (IT)/*National Security Systems (NSS)* in any fiscal year will report an Information Technology/*National Security System Overview and data to prepare the IT/NSS inputs to OMB exhibits, budget analyses, and Congressional displays. Military Departments will prepare separate overviews, as will DISA, DLA, DFAS, DHRA, OSD and WHS. Other Defense Agencies and Activities will provide information that will be incorporated into a comprehensive Defense Wide overview.* All Components with resource obligations for major *initiatives* and special interest initiatives/acquisitions as designated by the ASD(C3I) or other milestone decision authority (MDA) will report *information to support* 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 initiatives/acquisitions will report all sections of the IT(300b).

180102 Submission Requirements

General guidance for submission requirements is presented in Chapter 1. However, this chapter covers specific distribution instructions for the Information Technology and *National Security systems and Programs.* All applicable exhibits and automated data base *updates/formats* will be submitted for both the OSD Budget Estimates Submission (BES) and the congressional justification submission or President's Budget (PB). *Chapter 18 covers IT submissions, as in the past, and incorporates Command & Control (C2), Communications and related programs, Combat ID, Information Assurance (including Information Systems Security), meteorological and navigation systems/programs. National Foreign Intelligence Programs are submitted via separate mechanisms.*

180103 PREPARATION OF MATERIAL

The Office of the Assistant Secretary of Defense for Command, Control, Communications and Intelligence (C3I) prepares General guidance with regard to the preparation of budget and justification material is presented in Chapter 1 of the FMR, *including those depicted in Section 010505, Automated C³ISR Requirements.* This section covers specified formats and material reporting requirements for the Information Technology/*National Security systems and intelligence justification materials as described in Chapter 16 of Volume 2 of the FMR. The Director, Information Assurance, OASD (C3I) and the National Security Agency (NSA), OASD(C3I) prepare a single Defense Information System Security Program (ISSP) Congressional Justification Book. The Defense Information Assurance Program (DIAP) staff also reports resources and activities supporting the overall Information Assurance efforts of DoD. The DIAP staff prepares this additional IA information using the IT/NSS CJB and data submissions.*

180104 References

1. Chapter 1 provides general funding and appropriation policies, including expense and investment guidance. That chapter also discusses *general preparation instructions and distribution requirements*. Chapter 3 provides guidance on Operation and Maintenance *appropriations*; Chapter 4 addresses requirements for Procurement appropriations while Chapter 5 addresses 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). *Chapter 16 discusses requirements for NFIP, TIARA, JMIP justification materials. ISSP justification guidance is provided via an annual guidance letter.*

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" discuss acquisition and program management requirements to help prepare the *IT/NSS(300b) formats*.

3. *Chapter 53 of the Office of Management and Budget (OMB) Circular No. A-11, "Preparation and Submission of Budget Estimates," and "A-11, Part III, Capital Asset Plan and Justification" provide the overall Federal reporting requirements for IT/NSS submissions. Chapter 18 is the official implementation guidance for the A-11 submissions.*

4. The Paperwork Reduction Act of 1995 *and the Public Law 104-106 (Clinger-Cohen Act of 1996)* should be referenced for supporting definitions regarding IT/NSS. *Chapter 18 and supplemental guidance also incorporates other requirements developed as a result of Congressional and direction*

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 a category of resources covered by the Public Law 104-106 (Clinger-Cohen Act of 1996). *The Clinger-Cohen Act also defines National Security Systems (NSS). Information Technology/Defense Information Infrastructure, Information Assurance, and Global Information Grid definitions are maintained at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> web page.*

The Chief Information Officer (CIO) uses the terms Global Information Grid (GIG). The GIG supports all DoD missions with information technology for national security systems, joint operations, Joint Task Force, Combined Task Force commands, and DoD Business operations that offer the most effective and efficient information handling capabilities available, consistent with National Military Strategy, operational requirements and best value enterprise level business practices. The GIG is based on a common, or enterprise level, communications and computing architecture to provide a full range of information services at all major security classifications. All applications shall be planned, designed, and implemented to use common GIG assets. Commercial Off-the-Shelf applications shall be in compliance with the GIG Architecture. Based on the GIG construct, communications and computing infrastructure capabilities will be separated from the global mission applications and the information assurance and related technical activities in the presentation of systems, programs and initiatives throughout the acquisition process and in the development/presentation of the IT/NSS exhibits:

1. **Budget Initiative Number (BIN)- see Initiative Number.** *BIN is a term used by the Information Technology Registration System directed by FY 2000 Appropriation Act, Section 8120.*
2. **Communications and Computing Infrastructure (C&CI).** Reportable category of C&CI provides the information processing (computing) and transport services (communications) *and infrastructure management services* used by functional applications. These DoD common services are communications applications such as voice, data transfer (including electronic commerce and business interfaces), video teleconferencing, and messaging. Within the C&CI category, there is a further division by operational areas and designated special interest programs.

3. **Communications.** *Communications capabilities elements include fixed plant, sustaining base infrastructure in the US and selected overseas locations; long haul transmissions via Defense-owned or leased terrestrial facilities; deployable transmissions via satellite or other radio systems; and mobile, tactical transmission systems that allow war fighters to exchange information while on the move wherever they might be located.*
4. **Command and Control (C²).** *The facilities, systems, manpower essential to a commander for planning, directing, coordinating and controlling operations of assigned forces. C² capabilities cover the National Command Authority, through the joint/tactical operations echelon and down to front line tactical elements.*
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 includes 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 application, infrastructure 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, *including certain overhead costs associated with PM offices* (2) maintenance of existing application, infrastructure 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 IS, program, and/or initiative that 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 applications and infrastructure capabilities that are planned or under development; (2) any change or modification to an existing applications and infrastructure capabilities 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 directly involved with Development/Modernization activities.
9. **Financial Management Systems:** *Applications or portions of applications that are necessary to process or support financial management activities. These collect, process, maintain, transmit, report data about financial events or supporting financial planning or budgeting activities. Systems may also accumulate or report cost information and support the preparation of financial transactions or financial statements. Systems track financial events and provide financial information significant to the financial management of the agency. OMB requires reporting of financial systems that obligate/cost more than \$.500M in any fiscal year and further designates them a major system for purposes of related reporting requirements, such as the IT 300b.*
10. **Global/Functional Area Applications (G/FAA).** *Also referred to as Global Applications. Reportable category of functional area applications, are associated with all DoD mission areas—C2, Intelligence and combat*

support, combat service support areas, and the DoD business areas. They rely upon the network, Computing and Communication management services including 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 generally classified according to its predominate function across the department. Within the Functional Application category, there is a further division into Functional Areas that equate to principal staff functions and activities.

- 11. Information Assurance (IA).** *As of the FY 2002 Budget, this is a major reportable category of the GIG/IT/DII; it is no longer presented as a part of the Communications and Computing Infrastructure.* 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. For Major systems, Components must report the percentage of resources supporting IA activities.
- 12. Information System (IS).** 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. *To execute information systems, DoD must support both the software application, the supporting communications and computing infrastructure and the necessary architectures and information security activities.*
- 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 or Budget Initiative Number (BIN). A four to eight 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, *components access the on line registration capability of the Information Technology Budget application at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html>.* Initiative numbers are associated with the name, functional area/C&CI category; system grouping;; 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 IS, *weapon system*, 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. Major Category.** An application, infrastructure program, initiative or information system is categorized as major if: (1) has anticipated or actual program costs, computed in FY 2000 constant dollars, in excess of \$120 million; or (2) has estimated program costs, computed in FY 2000 constant dollars, in excess of \$30 million

dollars in any single year; or (3) has estimated life-cycle costs, computed in FY 2000 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, acquisitions and initiatives designated major 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 exhibit. *All Components with resource obligations for major initiatives and special interest initiatives/acquisitions as designated by the ASD(C3I) or other milestone decision authority (MDA) will report information to support Part I of the Capital Investment Exhibit, referred to as the IT/NSS(300b). Components that serve as the executive or principal funding agent in the major systems and initiatives/acquisitions will report all sections of the IT/NSS(300b). All financial systems are categorized as major initiatives by OMB.*

- 17. National Security Systems (NSS).** *Any telecommunications or information system operated by the United States Government, the function, operation, or use of which--involves intelligence activities; involves cryptologic activities related to national security; involves command and control of military forces; involves equipment that is an integral part of a weapon or weapons system; or is critical to the direct fulfillment of military or intelligence missions (but does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).*
- 18. Significant Category (Formerly referred to as Non-Major Category)** *For the purposes of IT budget reporting a significant initiative is one 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) in any Fiscal Year across the Future Years Defense Program (FYDP). Per OMB guidance, financial systems are categorized significant at the \$.500 Million level, significantly lower than other functional applications or infrastructure programs. A submitting component may have to request an initiative be designated significant even if funding is below these thresholds in order to comply with 70% visibility guidance from OMB.*
- 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.** *(also referred to as “Desktop Processing”)* Facilities that support 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).
- 21. Other Category.** *(Also referred to as Small or “All Other”)* *For those “Development/Modernization” and/or “Current Services” costs/obligations as well as initiatives not designated in the major and non-major categories. “Other” category initiatives are aligned by the applicable GIG/IT/DII Reporting Structure--functional/mission area (see Section 180106).*
- 22. Program Cost (also referred to as Initiative Cost).** The total of all expenditures, in any appropriation and fund, directly related to the IS, 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.
- 23. Related Technical Activities (RTAs).** *Related Technical Activities service the global/functional applications, C&CI and IA. 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 spectrum management, development of architectures, facilitation of interoperability, and technical integration activities. RTAs could be considered as “overhead” services that are necessary to the GIG/DII. See Section 180106 for GIG/IT/DII Structure Table. Within the RTA category there is a further division into limited Program Areas.*

24. 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 Electronic Commerce/Electronic Data Interchange, Distance Learning Systems. The resource category "Other" may not be used with this program area.

25. 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 will be associated with at least one Information Technology/Defense Information Infrastructure (IT/DII) Reporting categories. Initiatives are also reported by appropriation details and by major, significant, and other categories. The Information Technology Management Application records these business rules. Initiatives that cross more than one functional area, C&CI, RTA, or IA area may need to be broken down by those areas and registered in the Master Initiative (BIN) List maintained by OASD(C3I). For the most part, the reporting area is based on the preponderance of the mission concept. **During the Program Review FY02-07, OASD(C3I) will conduct analyses that further refine and categorize the activities below, these changes will be applied in appropriate guidance and call letters.**

**Global Information Grid (GIG)
and
Information Technology/Defense Information Infrastructure (IT/DII) Reporting Structure**

<u>A. Global/Functional Area Applications Area</u>	<u>B. Communications and Computing Infrastructure (C&CI)</u>	<u>Related Technical Activities (RTA's)</u>	<u>D. Information Assurance Activities</u>
1. Civilian Personnel	1. User Productivity Tools	1. Spectrum Management	(ISSP and PKI)
2. Command and Control	(a) Common Access Card/ Smart Card (except PKI)		1. Defense the Networks & Infrastructure
3. Economic Security	(b) Electronic Business/ Electronic Commerce	2. Data Administration	2. Defense the Enclave Boundary
4. Environmental Security		3. Technical Activities (e.g. Testing Engineering Architectures)	3. Defend the Computing Environment
5. Finance	2. Communications Infrastructure (End User, Telephone Services, LAN, CAN, OAN, MAN, WAN)		4. Supporting Infrastructures
6. Health		4. Planning-Business Process Reengineering and Pre Milestone 0 Activities	5. System Security Methodology
7. Information Management	3. Computing Infrastructure (End User; Local Servers, Regional/Global Computing, Development Environments)		6. Security Management
8. Information Operations/ Warfare		5. Advanced Research and Development Activities (eg Next Generation Internet)	7. Defensive Information Operations
9. Intelligence	4. Information Distribution Services (Seat Management, etc)		8. Training
10. Logistics	5. Computing and Network Management Services		9. Management and Operations (general)
11. Military Personnel & Readiness			10. IA for the Tactical Environment
12. NBC Defense Programs			
13. Other			
14. Policy			
15. Procurement/ Contract Administration			
16. Reserve Affairs			
17. Science and Technology			
18. Security Activities (non IA)			
19. Space			
20. Systems Acquisition Management			
21. Test and Evaluation			
22. Transportation			

- ◆ Information Assurance Activities are subdivided into Defense in Depth Categories and activities.
- ◆ Numbered or Lettered levels indicate the minimum reporting level in the IT-1 or NSS Annex.

1802 BUDGET ESTIMATES SUBMISSION**180201 Purpose**

This section provides guidance for preparation and submission of budget estimates for the Information Technology and National Security Systems and Program resources to the OASD(C3I)/OSD and for the preliminary updates to Office of Management and Budget resource exhibits in September and January. Resources reported in the IT/NSS submission will be consistent with and tracked to other primary appropriation justification and FYDP submissions. Supplemental guidance will be issued, if required, to update reporting requirements directed by Chief Information Officer (CIO), congressional or Office of Management and Budget (OMB) A-11 guidance. Timelines for updates will be provided through the Information Technology Budget Web page maintained at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> and as designated in the budget call memo. Technical requirements and templates are recorded at the Web page and through the application.

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/NSS OV	IT/NSS Investment Portfolio Assessment
<i>IT-1 with NSS Annex</i>	<i>Information Technology Resources by various categories, including a simplified NSS Annex, to separate IT resources from NSS reporting, while providing a more complete view of DoD CIO resources and activities.</i>
<i>IT/NSS-300b</i>	<i>IT Capital Investment Exhibit (Capital Asset Plan and Justification Reporting) Part 1 (all agencies reporting major systems resources, including Executive Agents) Part 2 (Executive Agents)</i>

B. Distribution of the OSD budget estimates material will be made in accordance with the guidance contained in Chapter 1, primarily electronic. Separate instructions will be provided for the automated submission of the exhibits identified above.

C. *IT/NSS OV, Information Technology Investment Portfolio Assessment Overview is prepared by the Military Departments, Defense Agencies and Activities. Remaining components will provide input that will be incorporated into an integrated Defense Wide overview. Specific requirements are discussed in Section 180402. The overview will provide justification of the component's IT/NSS Investment portfolio and priorities. Information provided must be consistent with overall budget justification materials prepared by the Component. A special Information Assurance Section or Annex will be required to assist in preparations for the ISSP and DIAP IA justification materials provided separately to Congress, and must be consistent with ISSP justification and financial reporting. Requirements for this annex will be refined during the Program Review FY 02-07 cycle.*

D. IT-1, Information Technology/National Security System Resources by Functional or Program Area/Mission and Category, resources are reported using the GIG/ IT/DII Reporting Structure that is divided into three primary divisions or resource areas: Global or Functional Area Applications (Global/Func Appl); Communications and Computing Infrastructure (C&CI); Related Technical Activities (RTAs) and Information Assurance (IA).. Functional Area Applications are further divided into Functional Areas. For C&CI RTA, and IA, these are grouped into Program Functional Activities. Exhibit IT/NSS-1 must be prepared using these categorization requirements and by budget line item /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 on the page at

<http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html>. IT/NSS-1 will record the appropriate initiative number and title registered in the IT budget automation master tables. Software and additional guidance are at the OASD(C3I) designated Information Technology Budget Web page at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> and as discussed in budget call memorandum.

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, addresses the DoD requirements for this reporting. Software and additional guidance are at the OASD(C3I) designated Information Technology Budget Web page at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> and as discussed in budget call memorandum.

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:

- Acquired by a Federal Contractor which are incidental to the performance of a Federal Contract;
- *Programs, Projects, and activities embedded in non-C2/Comm weapon system or embedded in Service force structure and, therefore, are not readily identifiable in the budget. Final definition resides with OASD(C3I) to determine the reporting of C3 activities. C2 and Communications systems will be reported to Congress in a separate NSS annex, and also recorded in the C3ISR Resource Data Base.*
- *Highly sensitive and special access programs and whose resources are specifically exempted from budget reporting by the ASD(C3I) and other OSD authorities. In general, these resources are reviewed through the separate or Intelligence budget processes.*

180203 Arrangement of Backup Exhibits

Exhibits will be assembled by the application 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 and National Security systems and 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: Intelligence IT resources funded via NFIP and special access programs continue to be exempted from IT/NSS Congressional Justification books. C2 and Communications systems will be separated and displayed in a National Security Systems Annex.*

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.

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 and NSS data in accordance with prior congressional direction and Section 1804 of this Chapter. *The Information Technology Management Application will generate the President's Budget reporting package once the IT Overview and 300b documents have been sent electronically to the OASD(C3I) Director of Resource Management: The package will then include correct headers, a cover page, a table of contents, overview and appendices; IT-1 Index, report and NSS annex and appendix and the Capital Investment reports. These will generate a single, integrated submission in Microsoft Word format that they may be used for internal coordination. 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/NSS Budget database. Other specific guidance for the IT budget materials will be provided as required.*

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

- *OASD(C3I) will provide draft versions for OMB review. Submissions will then be sent to Congressional committees. Services will send the draft versions through final Security Review IAW Comptroller instructions and provide a copy of the appropriate release form to OASD(C3I) Director of Resource Management.*
- OASD(C3I) will consolidate the electronic submissions from the Defense Components to prepare integrated and individual portfolio overviews, summary information and graphics. After OMB review, OASD(C3I) will distribute 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)).

- Once the justification books have been released to the Congress and the OMB, the data will be available on the C3I web page and via CD ROM distribution 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**

Electronic formats and submission requirements are provided through the OASD(C3I) designated Information Technology Budget Web page at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> and they reflect guidance presented in previous sections of this chapter. Unless modified in a subsequent budget call, Components should use the formats in this chapter. Components will not use embedded or linked spreadsheets in word documents, unless the source spreadsheets are provided along with the Word documents. Each document should be a separate entity, the application will integrate the documents as required.

180402 Exhibits in Support the Information Technology Budget Submission

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

1. **Purpose.** Provide a justification of each Component's Information Technology/National Security Systems resources.
2. **Submission.** An Information Technology Portfolio Assessment Overview (IT PAO) is required from all Defense Components who have any IT/NSS obligations/costs 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*. 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.
3. **Entries.** IT PAO- also referred to as the IT OV or overview. This entry provides a narrative of the component's information technology investment portfolio. *Electronic formats, previous submissions are available on the Information Technology Budget Web at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html>. The MILDEPS and selected Defense components listed in Section 180101 (2) will provide standalone overviews. Military Department and selected Defense Agencies and Activities (DISA, DLA, DFAS, DHRA, OSD and WHS) will submit separate overviews, Other agencies and activities will submit abbreviated overview information that will be included in an overall Defense Wide Overview. Remaining components will provide input that will be incorporated into a Defense Wide discussion. Components will provide justification of the IT/NSS investment portfolio in support of the DoD IT strategic plan and Joint Vision 2020 context; description of the investment in and the use of IT/NSS supporting your Component's mission; and address the priorities of the portfolio as well as the prioritization process. A discussion of the projected and actual accomplishments of major and significant investments and/or acquisition activities by functional/mission areas (include mission performance measures) will including any terminations, new starts, consolidations, and functional transfers. For each Major Initiative the Executive Agent or principal funding activity will include a summary discussing any milestone, budget, reprogramming, or acquisition decision or change from the last budget submission.*

*Components will summarize increases, decreases in current resources (by appropriation/fund) from the prior baseline budget submitted to Congress and justify the changes without references to internal documents or unique terminology. 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).** Component's IT activities need to provide information to clearly describe funding changes from the prior year baseline and prior submission baselines, including any changes within the fiscal years. Administrative changes such as additions of initiatives related to the IT-1 or the IT-300b exhibit section (e.g., deleting major IS's from reporting) will be explained in the management section. *All acronyms must be completely identified.* The management section will also identify any system, program or initiative additions, consolidations, deletions, and name modifications from the prior year congressional justification baseline. *All information documented in the IT Overview must be consistent with other justification materials submitted to Comptroller and Congress. The information must be internally consistent within the supporting exhibits (IT OV, IT-1 and IT(300b). If the component has not provided complete budget tracking information within the electronic application, an Appendix A will have to be provided.**

A special Information Assurance Section or Annex will be required to assist in preparations for the ISSP and DIAP IA justification materials provided separately to Congress, and must be consistent with ISSP justification and financial reporting. Requirements for this annex will be refined during the Program Review FY 02-07 cycle.

IT/NSS Portfolio Assessment Overview

IT Appendix A – Detailed Crosswalk of Resources to Appropriation Justification Books. Using correct headers; for each separately reported initiative (major and non major), provide a cross reference by appropriation to the appropriate justification book.

Initiative Name	\$ by FY	FY200x Appropriation/Fund	FYDP Codes	FY200x Appropriation/Fund	Budget Book Cross Reference
		<i>(separate line for each funding line of the initiative)- Use title of appropriation</i>		<i>(separate line for each funding line of the initiative)- Use title of appropriation</i>	<p><i><u>O&M Appns (includes DHP):</u> O-1 Detail (Budget Activity/Sub Activity Group) and Program Element for all Defense Agencies.</i></p> <p><i><u>Procurement Appns:</u> P-1 Detail (Budget Activity/Line Item/Project Code)</i></p> <p><i><u>RDT&E Appns:</u> R-1 Detail (Budget Activity/Line Item/Project Code)</i></p> <p><i><u>DWC Fund and Similar Funds:</u> Business Area/Elements of Detail</i></p> <p><i><u>MILCON and Family Housing:</u> Line Item/Project Code</i></p> <p><i>Other Appns: As required in appropriate chapter of FMR.</i></p>

(Name of DoD Component)
Information Technology Resources and National Security Systems Annex
(Appropriate Submission Heading)

1. Purpose. *To collect and display appropriation/budget line item detail information. These data are used to prepare electronic submissions to review component's IT resource portfolio, update OMB budget displays, and generate Congressional displays for each Component's Information Technology/National Security Systems resources.*
2. Submission. *Every component that obligates funds for information technology activities, including information services and IT infrastructure must submit this information through the Information technology management application. Technical requirements are available on the Information Technology Budget Web at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html>. The information will only be submitted electronically through the Information Technology Management Application (ITMA). Additional reporting and formatting requirements may be identified in the call memorandum and on the web page, as necessary.*
3. Entries *IT/NSS-1 Resources by GIG/IT/DII Category Exhibit (IT-1) Data are collected in the ITMA for Prior Years, Current Year, Budget Year(s); and Program Years. These data generate the detailed IT-1, Information Technology/National Security System Resources by Functional or Program Area/Mission and Category, resources are reported using the GIG/ IT/DII Reporting Structure. This structure is discussed in Section 180106. Exhibit IT-1 must be prepared using the system categorization requirements (major, significant, and other) as well as by current services/development and modernization, and by budget line item /appropriation/fund source. As identified on the page at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html>, IT-1 will record the appropriate initiative number and title registered in the IT budget automation master tables.*

The core of the submission is the Budget Identification Number (BIN) that categorized and assigned to the GIG/IT/DII structure. Current and archived initiatives can be viewed on the ITMA web page. Since the electronic submission is based on the IT master list, maintenance of this list is very critical. Components need to review their initiatives and recommend improvements including new initiatives, consolidations, and retirement of initiatives. Initiatives are used by multiple components and changes are subject to that consideration. OASD(C3I) is the final arbitrator of entries on this master initiative list. Components are responsible for crosswalking the BIN information to the IT registration data base, required by Section 8121, FY 2000 Defense Appropriation Act. Registration requirements for ITMA are discussed on the C3I web page.

*For FY 2002 Budget -- **National Security Systems (NSS)** for C3 and related activities may be entered into the ITMA application, or provided by separate electronic format, must contain the level of detail required in the ITMA, including Budget Line item level of detail and FYDP codes. The Resource Management Office, ODASD(P&E) OASD(C3I) will work with affected components to transition or incorporate this requirement into the required ITMA/C3ISR databases.*

Software and additional guidance is provided through the OASD(C3I) designated Information Technology Budget Web page at <http://www.c3i.osd.mil/org/pe/rmd/infotech/index.html> and as discussed in budget call memorandum.

Note: the electronic format includes FYDP/ budget line item requirements. Military Departments and Defense Agencies/Activities will either update this information through the IT Management Application, or provide a detailed crosswalk appendix discussed in this document.

Information Technology Resources and National Security Systems Annex

IT Resources Totals by Appropriation

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. Program information needs to be consistent with requirements from the DoD 5000 series and the Acquisition Deskbook.

1. **Purpose.** This report provides detailed project information on major DoD IT/NSS System/Initiative investments and provides results-oriented information for that investment. 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/NSS 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. Any component that obligates funds for a major system fills out relevant descriptive information and Part 1 of this exhibit. The Executive Agent or the principal funding agent will fill out all descriptive information, both Part 1 and Part 2.
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 GIG/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; Mission Critical 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; FY PY, FY CY, FY BY1, FY BY2, FY BY3, FY BY4, FY BY5, within each stage, and at selected detail. FY is Fiscal Year; PY is prior year or prior years; CY refers to Current Year; BY is Budget Year. For the FY 2002 Budget submission, FY BY1 is FY 2002, using that as the baseline, the PY-1 would sum all expenditures from FY 1999 and earlier; the Prior Year would be FY 2000; while the Current Year is FY 2001. In a Biennial Budget Year, BY 1 is the upcoming budget submission year, subsequently BY 2 is FY 2003 and so on. BY 2 and beyond are also referred to as the “Program Years”. 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 components 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, Acquisition 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. Further instructions for filling out this section of the 300b can be found on the C3I Web page.

IT Resources Totals by Appropriation

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

Description Information:

Initiative Name and Acronym:

Initiative Number: IT Registration System Number (Section 8121, FY 2000 DoD Appropriation) _____

Executive Agent for this Major Initiative: _____

Program Activity/Mission Area:

Date Project was Initiated:

Date of Last Acquisition Decision Memorandum (ADM):

Project is in ___ Milestone, Approval Dated: _____, _____ Phase as of current review.

Project Status: New Ongoing

Information Technology Project or National Security System:

Is this project a financial management or Mixed Financial System. If yes, what percentage is financial _____, for your component.

Percentage of System supporting Information Assurance Activities: _____

Project Date for Completion:

Mission Critical Status:

Organizational Information/Program Manager:

Address

Initiative/Project Title - IT Capital Investment Exhibit (IT- 300b)

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

Part I. Summary of Spending For Project Stages:

Project Name and Acronym:
Project Activity/Mission Area:

	Dollars in Millions						
	Cumulative Total FY 1999 and prior	FY 2000	FY 2001	FY 2002 (this is the Budget Year)	FY 2003	Cum total FY 2004 - FY 2007	Total
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							
Current Services/Maintenance							
APPN or Fund 1 to n - Current Services							
Total Current Service							
Total Resources by FY							

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

Part II: Justification

Provide Requested Justification Materials:

A. Description/Performance Characteristics:

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/Management Oversight:

- A. 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?
- B. Does this project use Integrated Project Teams approach? If not, how is the project/initiative accomplishments monitored; how are resources reviewed.

C. Contract Information:

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

D. Architecture and Infrastructure Standards:

1. 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.)
2. Infrastructure Strategy:
3. Are HW requirements included in this funding? If not, how?
4. Transport (Communications and Computing) requirements are met by what means?

Initiative/Project Title - IT Capital Investment Exhibit (IT- 300b)

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

5. What are the interdependencies with other acquisitions (such as base level infrastructure requirements).
6. Is this system based on COTS; mix of COTS and custom, or custom only. Provide justification for custom components

E. Program Highlights:

1. Succinctly address program highlights for the prior year, budget year and program years 1 and 2.
2. Specifically address acquisition milestones scheduled in the budget period and the completion of all Section 8121 requirements.

F. 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).

	Dollars in Millions						Total
	Program Year 1	Program Year 2	Program Year 3	Program Year 4	Program Year 5	Program Year - N	
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.

Department of Defense
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Capital Investment Exhibit (A11, Part 3, 300b report)
(Appropriate Submission Heading)

Part III: Cost, Schedule, and Performance Goals:

A. Description of Performance based system(s):

Baseline Information:

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?)

	Cum total FY 1999 And prior	FY 2000	FY 2001	FY 2002	FY 2003	Cum Total FY 2004- FY 2007	Total
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.

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

- 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 variance.
- 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.

Schedule Goals:
Milestones

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

- 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.

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.