**SUMMARY OF MAJOR CHANGES TO
DOD 7000.14-R, VOLUME 2B, CHAPTER 18
"INFORMATION TECHNOLOGY"**

Substantive revisions are denoted by a ★ preceding the section, paragraph, table, or figure that includes revision

PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
1800	Reflects change in office designation from OASD(NII) to OASD(NII)/DoD CIO.	Update
1800	Reflects the replacement of Information Technology Management Application (IYMA) database with the Select & Native Programming Information Technology (SNaP-IT) database.	Update
1800	Clarified paragraphs.	Update
1800	Identified the SNAP-IT web page address	Update
180102	Added new requirement for Capital Investment reports for "new starts" with greater than $1 million in CY or BY.	Update
180102E	Added new requirement for Enterprise Portfolio Mission areas to prepare separate executive overview.	Update
180102G	Replaced "provide within 10 calendar days of electronic submission" with provide by February 14 (or the following business day) of each year.	Update
180102J	Added new submission requirement for defense business systems.	Update
180103	Section reorganized for clarity. Added new requirement to identify defense business systems to meet section 332 of the 2005 NDAA language.	Update
180103	Change the $1 million requirement from "any one year in FYDP" to across the FYDP.	Update
180103	Added new requirement for IA reporting utilizing the DIAP module of SNaP-IT.	Update
180103C	Paragraph C expanded to include new coordination process for initiative requests and modifications	Update
180103E	Established responsibility for joint initiative in paragraph E.	Update
180104	Add DoD Directive 8115.1 reference.	Update
180105	Add definition of SNaP-IT.	Update
180106	Add new activities to Global/Functional Area Applications, Communication, and Computing Infrastructure, and Related Technical Activities.	Update
1803	Added responsibilities for the Enterprise Portfolio Mission Area managers to submit overviews for their respective mission areas.	Update

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INFORMATION TECHNOLOGY

CHAPTER 18

INFORMATION TECHNOLOGY

1801 GENERAL

180101   Purpose

A.   This chapter provides instructions applicable to supporting budgetary material and congressional justification for Information Technology (IT) initiatives as well as discussing requirements for Electronic Government (E-Gov) assessments.

B.   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, here after referred to as the Defense Components.

★**180102 Submission Requirements**

A.   General guidance for submission requirements is presented in Chapter 1 of the DoD Financial Management Regulation (FMR) and in the OSD Program/Budget guidance memos. This chapter covers specific submission and distribution instructions for the IT resources. All applicable automated database updates/formats will be submitted for both the OSD Program/Budget Estimates Submission and the Congressional justification submission referred to in DoD as the President's Budget (PB) request. Only after the Office of Management and Budget (OMB) database is updated and OMB has approved the information for release, will the Office of the Assistant Secretary of Defense for Networks and Information Integration OASD(NII)/DoD Chief Information Officer (DoD CIO) further distribute information, as appropriate, to Congressional committees, GAO and IG activities in accordance with OMB Circular A-11, section 22.

B.   All Defense Components that have resource obligations supporting IT in any fiscal year of the Future Year Defense Plan (FYDP) will report IT data in preparation for the DoD Component's (Army, Navy/MC, AF, and Defense Wide) inputs to OMB Circular A-11 (Exhibit 53 and Exhibit 300), E-Government reviews, governance documents as required by OMB Circular A-130, "Management of Federal Information Resources," budget analyses, special data calls and Congressional displays. The Exhibit 300 is also known as the Capital Investment Report (CIR) and the two terms will be used interchangeably throughout this document. All DoD appropriation accounts and funds are encompassed with the exception of non-appropriated funds (NAF) and Corps of Engineers civil works appropriations.

C.   Chapter 18 covers IT submissions, including National Security Systems (NSS), Command & Control (C2), Communications and related programs, Combat Identification, Information Assurance (including Information Systems Security), meteorological and navigation systems/programs as well as E-Gov initiatives.

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

1   IT acquired by a Federal Contractor which are incidental to the performance of a Federal Contract.

2.   Programs, projects, and activities embedded in non-C2/Communications or weapon systems or embedded in Service force structure and, therefore, not readily identifiable in the budget. Final definition resides with OASD (NII)/DoD CIO to determine the reporting of Command & Control Communications (C3) activities. C2 and Communications systems will be recorded in the NII Resource DataBase.

3.   Highly sensitive and special access programs whose resources are specifically exempted from budget reporting by the ASD (NII)/DoD CIO and other OSD authorities. In general, these resources are reviewed through separate budget processes.

4.   Military Intelligence Program (MIP) programs may be submitted via DoD FMR Chapter 16 requirements with prior notification to OASD (NII)/DoD CIO. The Intelligence Community Management Staff submits National Intelligence Programs via separate mechanisms.

5.   For President's Budget and Congressional Justification materials: Intelligence IT resources funded via the National Intelligence Program (NIP) and special access programs continue to be exempted from IT Congressional Justification materials.

E.   Instruction contained herein also requires that all Defense Components and Enterprise Portfolio Mission Areas prepare separate executive overviews for the President's Budget and Congressional Justification Submission.

F.   OASD (NII)/DoD CIO will designate initiatives required to submit a DoD Capital Asset Plan and Business Case (exhibit 300) to meet OMB Circular A-11, Section 300 requirements. Capital Asset Plan, Business Case and SCIR reporting is not limited to acquisition or development and modernization programs. A-11, Section 300 specifically discusses the broad requirements for reporting Electronic Government, Financial, legacy and sustainment initiatives.

G.   Statement of Compliance Requirement: The IT submissions are electronic transmissions, however, both the CIO and the Comptroller/CFO of the component must sign a joint or coordinated transmittal memo that states that the submissions are complete; accurately aligned with primary budget, program and/or acquisition materials; and are consistent with Clinger-Cohen, OMB Circular A-11 and documented exceptions to the Circular, DoD CIO budget guidance memorandum, Paperwork Reduction and other applicable Acts and requirements. Statement may be based on the Program Manager's statement of compliance. Statement should also include explanations for investments that do not conform to DoD CIO budget guidance memorandum. This statement of compliance must be provided by February 14 (or the following business day) of each year for the final submission for the President's Budget Request submission. Submissions provided by the due date for entry into the Select & Native Programming Information Technology (SNaP-IT) database will be treated and distributed as "preliminary".   Additional fine-tuning of DoD and component overall budgets due to clean up actions and/or late breaking modifications can potentially alter the preliminary submissions. Coordination and reconciliation with other budget exhibits must take place before final submission. To the greatest extent possible resource changes within the component budget, should net to zero between the preliminary and final submissions. Final submission requirements will be addressed within the NII/DoD CIO IT Budget Guidance memo.
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H.   If OMB requires additional governance information to accompany the IT budget, the DoD CIO will determine how these requirements will be met, and provide that information by separate notification to the DoD CIO Council.

I.   Appointment of qualified project managers for projects/programs listed in the CIRs continues to be of high-level interest. Components are charged to provide complete identification and documentation to comply with Project Manager reporting requirements that may be requested in the budget submission guidance.

J.   Section 332 § 2222 (h) of the 2005 National Defense Authorization Act (NDAA) requires the Secretary of Defense submit, to Congress, budget information for all defense business systems.

K.   New initiatives requesting $1million or more in the current year (CY) or budget year (BY) are required to submit a CIR. "New" is not the result of a break-up of an initiative or the discovery of an initiative that had not previously been reported. New is a truly a "new start" initiative.

★**180103 Preparation of Material**

　　　A.　This section covers material reporting requirements for IT resources that will be submitted to the OASD (NII)/DoD CIO.　The DoD CIO will provide an augmenting guidance letter annually on or about June 30th of the reporting year.　The guidance will include changes in submission requirements and special areas of emphasis, a listing of the initiatives that require an Exhibit 300 or CIR to meet A-11, Section 53, E-Government, and Congressional Requirements (Selected Capital Investment Reports (SCIRs), FY2003 DoD Authorization Act Section 351, Component Overviews, and Section 332 reporting).

　　　B.　All IT resources must be managed in accordance with appropriations guidance and applicable expense and investment criteria.

　　　C.　All resources will be reported within initiatives.　With the exception of defense business systems (see 180103(G)(2), initiatives can be systems, programs, projects, organizations, activities or grouping of systems. Each component will manage their initiatives through SNaP-IT.　Initiatives are registered with key categories of data required to meet internal and external reporting requirements.　To register a new initiative or amend/update existing initiative data, Defense Components access the on line initiative registration capability of SNaP-IT.　A unique Initiative Number is associated with each registered initiative.　The current and archived lists of initiatives are maintained on the SNaP-IT web page.　New and amended initiatives are validated by various entities (DCIO, Portfolio Managers, Investment Review Board staff, Mission Area staff etc.) within the DoD prior to being approved and activated in SNaP-IT.　Additional guidance for this registration process, known as Open Season, is promulgated in the annual guidance issued by OASD(NII)/DoD CIO (see 180103(A)).

　　　D.　All initiatives designated major and identified within the annual IT Budget guidance (see 80103(A)) require an exhibit 300 (CIR and SCIR).　Regardless of actual investment by an individual submitting activity, all funding for major category IT activities will be reported in the IT exhibit as major. Components that serve as the executive or principal funding agent in the major systems and initiatives/acquisitions will report all sections of the Exhibit 300. **OMB categorizes all E-government initiatives as major initiatives.　However, the DoD CIO will designate which E-government initiatives will require CIRs and SCIRs in guidance issued to the DoD CIO council.**

　　　E.　Initiatives with multiple participating Defense Components are considered joint initiatives.　All information submitted as part of a joint initiative is the responsibility of the initiative owner as registered in SNaP-IT.　The initiative owner should coordinate initiative data with each participating Defense Component of that joint initiative.

　　　F.　Group of Systems.　With the exception of defense business systems (see 180102(J)(1)), initiatives can be a grouping of systems if all the systems are within the same Mission Area; managed under the same construct and are financed under the same resource construct (program/project/organization).　In addition, a grouping of systems can only include one system that has greater than $1 million in development/modernization funding.　It can include other systems, which directly integrate into the primary system's mission area and do not break the $1M threshold.

　　　G.　Defense Business Systems

　　　　　1.　In order to meet the requirements of Section 332 § 2222 (h) of the 2005 National Defense Authorization Act (NDAA) "defense business systems" will be reported separately within the Information Technology (IT) Budget for FY2007 and fiscal years thereafter.

　　　　　2.　All defense business systems must be included within the IT Budget at the system level, not as system of systems, group of systems, or bundle of systems (i.e., Defense Business System = Initiative).

　　　H.　Financial Management and Financial Feeder systems

1.   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 Exhibit 300. However, DoD has asked for and received an exemption to this requirement. The budget reporting guidance document will provide the latest information on the exact nature of the exemption and will clarify which systems will be reported.

2.   Financial Management systems are reported as 100% financial in SNaP-IT. Financial feeder systems must report a percentage estimate that indicates how much of their initiative is financially focused in the Budget Year. These percentages are captured in the SNaP-IT per initiative. These percentages should be a close approximation of information provided in the Component's Exhibit 52, Report on Resources for Financial Management.

3.   All Financial Management systems greater than $1 million in development/modernization funding across the FYDP must be its own separate initiative. Financial Feeder systems that include more than $1 million in development/modernization funding in any one year of the FYDP on the financial portion of their systems must be its own initiative.

I.   Information Assurance

1. DoD categorized Information Assurance as a major reportable category of the Global Information Grid (GIG) IT/ Defense Information Infrastructure (DII).

2. For all system initiatives, Defense Components must report the percentage of resources supporting Information Assurance (IA) activities for the budget year. For Information Assurance Activities (IAA) initiatives, the value is reported as 100% IA and Defense Components shall provide justification narratives to NSA when POM/BES is submitted, to be included in the IA/ISSP Congressional Justification Book per IA/ISSP Guidance.

3. The ASD (NII) Deputy Chief Information Officer (DCIO) Information Assurance (IA) Director and the National Security Agency (NSA), prepare a single Defense Information System Security Program (ISSP) Congressional Justification Book supporting DoD's overall Information Assurance efforts. Beginning in FY07 and thereafter, this information will be collected with the IT Budget submission utilizing the Defense Information Assurance Program (DIAP) module of SNaP-IT. The DIAP staff will provide NSA with all IA data that is included in the IT/DIAP resource submission.

180104   References

A.   DoD FMR Chapter 1 provides general funding and appropriation policies, including expense and investment guidance. Chapter 1 also discusses general preparation instructions and distribution requirements. Chapter 3 provides guidance on Operation and Maintenance appropriations; Chapter 4 addresses requirements for Procurement appropriations; 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 NIP and MIP justification materials. Additional IA/ISSP justification guidance is provided via an annual guidance letter.

B.   DoD Directive 5000.1, "Defense Acquisition," and the DoD Acquisition Guidebook discuss acquisition and program management requirements to help prepare the Capital Asset Plan and Business Case format for acquisition programs.

C.   Office of Management and Budget (OMB) Circular No. A-11, "Preparation and Submission of Budget Estimates"- Section 53, Information Technology and E-Government and Section 300, Planning, Budgeting, Acquisition and Management of Capital Assets- provide the general Federal reporting requirements for IT resources.

D.   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.

E.   OMB Circular A-130, "Management of Federal Information Resources" provides guidance on governance requirements including the Documented Capital Planning and Investment Control (CPIC) process, Agency Enterprise Architecture and the Information Resource Management (IRM) Plan.

F.   DoD Directive 8115.1, "Information Technology Portfolio Management", provides guidance and responsibilities for DoD Mission Areas.

180105   Definitions

1.   **Budget Initiative Number (BIN).** See Initiative Number.

2.   Communications and Computing Infrastructure (C&CI). The C&CI reporting category includes the information processing (computing), transport (communications) and infrastructure management services used in DoD such as voice, data transfer (including electronic commerce and business interfaces), video teleconferencing, and messaging. The C&CI category is subdivided into operational areas and designated special interest programs.

3.   Communications. Communications elements include fixed plant, sustaining base infrastructure in the US and selected overseas locations; long haul transmissions via Defense-owned or leased terrestrial facilities; transmissions via satellite or other radio systems; and mobile, tactical transmission systems.

4.   Command and Control (C2). The facilities, systems, and manpower essential to a commander for planning, directing, coordinating and controlling operations of assigned forces. C2 capabilities cover 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; timesharing services; centralized office automation; records management services; or network management support. Staff associated with these operations includes computer operators, computer system programmers, telecommunications specialists, helpdesk personnel and administrative support personnel.

6.   Current Services (CS). At the Federal level, this is referred to as Steady State (SS). 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 or replacement. 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, including 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). Also referred to as development/modernization/ enhancement. Any change or modification to an existing Information System (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 an operation 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 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); and (b) expansion of existing capabilities to new users; (3) changes mandated by Congress or the Office of the Secretary of Defense; (4) personnel costs for Project Management.

9.   **Financial Feeder Systems**. Also referred to as mixed system, or secondary financial systems. These are information systems that support both financial and non-financial functions such as logistics, acquisition, and personnel. They provide key information required by financial processes. For a feeder system, all Components must report the percentage of the system that supports financial requirements.

10. **Financial Management Systems.** See also Financial Feeder Systems; Mixed Systems. Applications or portions of applications that are necessary to process or support financial management activities. These systems collect, process, maintain, transmit, and/or report data about financial events or supporting financial planning or budgeting activities. These systems may also accumulate or report cost information and support the preparation of financial transactions or financial statements or track financial events and provide information significant to the Agency's financial management.

11. **Global/Functional Area Applications (G/FAA).** Also referred to as Global Applications. Global, or Functional Area Applications are associated with all DoD mission areas—C2, Intelligence and combat support, combat service support areas, and the DoD business areas. Selected initiatives will be categorized as NSS. Global applications 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 applications 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 it's predominate function across the department. Each Functional Application category is subdivided into Functional Areas that equate to principal staff functions and activities.

12. **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.

13. **Information Assurance (IA). Regardless of OMB Section 53 guidance in A-11, DoD categorizes this as a major reportable category of the GIG/IT/ Defense Information Infrastructure (DII).** IA includes all efforts that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. Also included are all provisions 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.

14. **Information System (IS).** Set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. Includes automated information system (AIS) applications, enclaves, outsourced IT-based processes, and platform IT interconnections. To execute information systems, the component must support the software applications,

the supporting communications and computing infrastructure and the necessary architectures and information security activities.

15. **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 P.L.104-106 (the Clinger-Cohen Act of 1996) and include NSS resources. The term investment within the A-11 is very broad and includes IT resources in all life cycle phases (planning, acquisition or steady state). 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 services and related resources whether performed by in-house, contractor, 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 resource reporting.

16. **Initiative Number (IN).** This is also referred to as the Resource Identification Number for IT Initiatives or Budget Initiative Number (BIN). A four-to-eight digit identification number is assigned to initiatives, programs and systems that are reported in the IT budget.

17. **Life-Cycle Cost (LCC).** LCC represents 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 leasing, operations, support and, where applicable, disposal. LCC encompasses direct and indirect initial costs plus any periodic or continuing sustainment costs, all contract and in-house costs, all cost categories and all related appropriations/funds. LCC may be broken down to describe the cost of delivering a certain capability or useful segment of an IT initiative. LCC normally includes 10 years of sustainment funding following Full Operational Capability.

18. **Major Category.** A system or initiative requiring special management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant role in the administration of agency programs, finances, property or other resources. A system or initiative that has been categorized as "Major" can include resources that are associated with the planning, acquisition and /or sustainment life cycle phases. Large infrastructure investments (e.g. major purchases of personal computers or local area network improvements) should be considered major initiatives. Includes programs labeled as ACAT 1A under DoD 5000 series documents.

19. **Mixed System.** See Financial Feeder System.

20. **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, cryptologic activities related to national security, or command and control of military forces, equipment that is an integral part of a weapon or weapons system, or is critical to the direct fulfillment of military or intelligence missions. NSS **does not** include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

21. **Obligations/Cost.** For IT budget reporting purposes, obligations are the amount an agency has committed to spend on information technology in a given fiscal year. For the DWCF, insert "cost" wherever "obligations" is used in this guidance.

22. **Office Automation (also referred to as "Desktop Processing").** Facilities that support file servers or desktop computers, and are used for administrative processing (i.e. word processing, spreadsheets, etc) rather than application processing, should be reported as Office Automation (listed as a separate function).

23. **Other Category (also** referred to as **"All Other").** For those "Development/Modernization" and/or "Current Services" costs/obligations as well as initiatives not designated in the major categories. "Other" category initiatives are aligned with the applicable GIG/IT/DII Reporting Structure-- functional/mission area (see Section 180106).

24. **Program Cost (also referred to as Initiative Cost).** The total of all expenditures, in all appropriations and funds, directly related to the IS, program, or initiative's definition, design, development, and deployment; 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 discussed in DoD 5000 series documents.

25. **Related Technical Activities (RTAs).** Related Technical Activities service 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 such things as spectrum management, development of architectures, facilitation of interoperability, and technical integration activities. RTAs could be considered as necessary "overhead" for the GIG/DII. See Section 180106 for the GIG/IT/DII Structure Table. The RTA category is subdivided into limited Program Areas.

★26. **Select & Native Programming-Information Technology (SNaP-IT).** The electronic system used by OASD (NII)/DoD CIO to collect information and generate reports mandated by OMB and Congress for IT expenditures. SNaP-IT is a database application to plan, coordinate, edit, publish, and disseminate Information Technology (IT) budget justification books required by the Office of Management and Budget (OMB) and Congress. SNaP-IT generates all forms, summaries, and pages used to complete the publishing of the IT Congressional Justification materials (the IT-1, overviews, Selected Capital Investment Reports required by Section 351) and OMB submissions, such as the Exhibit 53 and the Exhibit 300s. SNaP-IT provides users the ability to gain access to critical information needed to monitor and analyze the IT budget submitted by the Services and Agencies.

27. **Special Interest Communications Programs.** Program Area of the IT/DII Communications and Computing Infrastructure (C&CI) division. Electronic Commerce/Electronic Data Interchange and Distance Learning Systems are special interest programs that should be reported in this area. The resource category "Other" may not be used with Special Interest Communications.

28. **Steady State (SS).** See definition for Current Services.

29. **Technical Activities.** Program Area of Related Technical Activities. This refers to activities that deal with testing, engineering, architectures and inter-operability. Technical Activities are those involved with testing, engineering, architectures and interoperability.

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" and "other" categories. *SNaP-IT* 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 area and registered in the Master BIN List maintained by OASD (NII)/DoD CIO. For the most part, the reporting area is based on the preponderance of the mission concept.

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

A. Global/Functional Area Applications Area	B. Communications and Computing Infrastructure (C&CI)	C. Related Technical Activities (RTA's)	D. Information Assurance Activities
1. Acquisition 2. Civilian Personnel 3. Command and Control 4. Economic Security 5. Environmental Security 6. Finance & Accounting* 7. Health 8. Information Management 9. Information Operations/ Warfare 10. Intelligence 11. Joint Infrastructure 12. Logistics – Business 13. Logistics – Warfighter 14. Military Personnel & Readiness 15. NCB Defense Programs 16. Other 17. Policy 18. Reserve Affairs 19. Resource Management 20. Science and Technology 21. Security Activities (non IA) 22. Space 23. Test and Evaluation 24. Transportation 25. Weapons Systems *Mixed systems will be categorized	1. User Productivity Tools (a) Common Access Card/ Smart Card (except PKI) (b) Electronic Business/ Electronic Commerce 2. Computing Infrastructure (End User; Local Servers, Regional/ Global Computing, Development Environments) 3. Information Distribution Services (Seat Management, etc) 4. Other Communications Infrastructure Activities 5. Net-Centric Services	1. Spectrum Management 2. Data Administration 3. Technical Activities (e.g. Testing Engineering Architectures) 4. Planning-Business Process Reengineering and Pre Milestone 0 Activities 5. Advanced Research and Development Activities (e.g. Next Generation Internet) 6. E-Government Payments 7. Modeling & Simulation	(ISSP and other IA) 1. Protect Information 2. Defend Systems & Networks 3. Provide Integrated IA Situational Awareness/IA Command & Control (C2) 4. Transform & Enable IA Capabilities 5. Create an IA Empowered Workforce 6. General Support/Other

• Numbered or Lettered levels indicate the minimum reporting level.

1802   PROGRAM AND BUDGET ESTIMATES SUBMISSION

180201 Purpose

This section provides guidance for preparation and submission of the Information Technology budget estimates to the OASD (NII)/DoD CIO, and for preliminary updates to Office of Management and Budget resource exhibits in September in preparation for the OMB "draft guidance" and IT budget hearings. Resources reported in the IT submission must be consistent with other primary appropriation justification and FYDP submissions. Supplemental guidance may be issued for other data requirements directed by the DoD CIO, Congress or OMB. Timelines for updates will be provided as information becomes available and will be designated in the program and budget call memo. Technical requirements and templates are provided on the Web page or through SNaP-IT.

180202 Submission Requirements

A.   The following information is required. Unless modified in a subsequent budget call, Components **will** use the formats on the SNaP-IT Web page (https://snap.pae.osd.mil/snapit/Home.aspx) and provide an automated submission.

1. **Initiative Data:** Update, delete, and modify initiative data to accurately represent the current environment for the initiative. This includes GIG Category, Mission Area and other initiative definition requirements.

2.   **Update Resource Data per Initiative:**   Collects resources by Component, Appropriation/Fund (Treasury Code); Budget Activity/Line Item; OSD Program Element Code; PY, CY, BY, BY+1, +2, +3, +4, and+5.

3. **EX-300**: Capital Asset Plan and Business Case (IT) for major initiatives. Also known as the Exhibit 300 (or CIR), as discussed in OMB's A-11 Section 300, Planning, Budgeting, Acquisition, and Management of Capital Assets.

B.   Distribution of the OSD budget estimates material will be available electronically through the SNaP-IT site.

C.   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.

180203 Arrangement of Backup Exhibits

The SNaP-IT will provide an option to assemble information in the sequence shown in Section 180202, as applicable. Components will be able to generate Exhibit 53 level data outputs for internal review only.

1803   **CONGRESSIONAL JUSTIFICATION/PRESENTATION**

180301 Purpose

This section provides guidance for the organization of justification material on IT resources submitted in support of the President's Budget. The Department will submit draft and final, consolidated outputs to OMB in the January timeframe and for Congress by the date set by the Comptroller, usually in the first week of March.

180302 Justification Book Preparation

Justification information will be output from the SNaP-IT system, reflecting OMB requirements for Exhibits 53 and 300 reporting. Special outputs will be designed for selected initiatives and summaries based on Congressional requirements. Component requirements and review of these outputs will be discussed in the final budget call memorandum. Congressional justification materials will be extracted or derived from materials developed for OMB updates.

180303 Submission Requirements

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

- **IT Overview**. Information Technology Investment Portfolio Assessment Overview is an Executive summary of a Component's and the Enterprise Portfolio Mission Areas IT Investments providing high-level justification of the portfolio selections and priorities. Information provided must be consistent with the Component's overall budget justification materials. An Information Assurance section is required and must be consistent with information reported in IA justification materials, ISSP justification and financial reporting. Format will be provided via the SNaP-IT web page or OASD (NII)/DoD CIO budget guidance.

- **SCIR**. Add/Update/Modify SCIR data within the SNaP-IT for all initiatives designated by OASD NII/DoD CIO as major.

180304 Input for Summary Information Technology Justification Books

A.   General. All exhibit data shall be submitted in automated form and be consolidated in the SNaP-IT (https://snap.pae.osd.mil/snapit/Home.aspx). The OASD (NII)/DoD CIO is responsible for providing the DoD Information Technology summary tables of the IT data in accordance with prior congressional direction. SNaP-IT will generate the OMB and Congressional President's Budget reporting packages once the Component IT Overview and Exhibit 300 documents have been submitted to the OASD (NII)/DoD CIO Director of Resource Management and/or posted to the SNaP-IT web page. SNaP-IT will generate correct identification information, a cover page, a table of contents, overview and appendices; the IT Index, report, annex and appendix and the Exhibit 300 or Congressional extract reports. These will generate a single, integrated submission in Adobe Acrobat Portable Document Format (pdf) format that can be used for internal coordination. To accomplish this requirement, the Defense Components will populate the SNaP-IT to generate their submission. The OASD (NII)/DoD CIO will maintain (and make available to components and OSD staff) the electronically submitted IT Budget database. Other specific guidance for IT budget materials will be provided as required.

B.   Distribution of the final appropriately released justification material will be made electronically and by CD ROM to Congress and the OMB. Releasable Information will be available through public web site(s). CD ROM will be provided to the Government Accounting Office (GAO) and the DoD Inspector General.

- OASD (NII)/DoD CIO will provide OMB data for review.

- Components will send their draft versions through final Security Review IAW Comptroller instructions and provide copies of the appropriate release form to OASD (NII)/DoD CIO, ODASD (Resources), the Director of Resource Program & Budget, and as an attachment to the President's Budget Request transmittal form, due within 5 working days of final submission.

- OASD (NII)/DoD CIO will consolidate electronic submissions from the Defense Components and the Enterprise Portfolio Mission Areas and prepare integrated and individual portfolio overviews, summary information and graphics. The justification books will be forwarded to OMB for review and approval to release.

- Once OMB has released the justification books, the summary and detail data will be transmitted to the Congress (House Defense Appropriations Subcommittee, Senate Defense Appropriations Subcommittee, House Armed Services Committee, and Senate Armed Services Committee). Any data made available to Congress will be available on the public web page(s) 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 Format Location

        The required input formats are located on the SNaP-IT Web page
(https://snap.pae.osd.mil/snapit/Home.aspx).