Table 1: Investment Category Documentation &
Review Requirements
Mandatory Reference for ADS Chapter 577

Revision Date: 06/06/2005
Responsible Office: M/MPPA
File Name: 577maa_060605

Acronym or Abbreviation	Meaning
ADS	Automated Directives System
BTEC	Business Transformation Executive Committee
CIO	Chief Information Officer
CPIC	Capital Planning and Investment Control
E-Gov	Electronic Government
ISSO	Information Systems Security Officer
IT	Information Technology
M/IRM	USAID Bureau for Management, Office of Information Resources Management
M/MPPA	USAID Bureau for Management, Office of Management Policy, Performance and Administration
M/PMO/BEA	USAID Bureau for Management, Program Management Office, Business Enterprise Architecture Division
N/A	Not Applicable
OE	Operating Expense
PPC/RA	USAID Bureau for Policy and Program Coordination, Office of Resource Allocation
USAID/W	US Agency for International Development, Washington, DC Location

Investment levels (See ADS 577.6, Definitions)

- **Level I Investments** are those USAID/W OE-funded IT investments with a life-cycle cost of $25,000 - $1,000,000 over three years which are not e-Government projects.
- A **Level II investment** is one with a life-cycle value of $1 million - $10 million over three years **AND** which is not an e-Government project.
- A **Level III investment** is one with a life-cycle value greater than $10 million over three years **OR** one which is an e-Government project.

Table 1 – Investment Category Documentation & Review Requirements

Investment Category 1: USAID/W OE-funded IT (used for USAID operations)

Life-Cycle Cost or Investment Level	Does ADS 577 Apply?	Role of ADS 577.3.5, CPIC Decision Criteria	Who Must Review the Investment	Who Must Approve or Select	Role of CPIC Subcommittee in Selecting, Reviewing Investment	Documentation Required	Frequency of Reviews
Less than $25K over three years and not an E-Gov project	No	Consider as a supplemental best practice	M/IRM (See ADS 546, Acquisition of OE-Funded Federal IT Resources)	Refer to office procedures & procurement regulations	None	N/A	N/A
Level I: $25K - $1 million over three years and is not an E-Gov project	Yes	Suggested as a supplemental best practice	M/IRM (see ADS 546) and other reviewers as determined by the CIO	CIO	None	USAID 300i Decision Request must be submitted to the CIO requesting approval in consultation with PPC/RA	Quarterly by CIO, or immediately if the variance in cost or schedule goals is greater than 10%
Level II: $1 million - $10 million over three years and not an E-Gov project	Yes	Mandatory	CPIC Subcommittee and M/IRM (See ADS 546)	BTEC	Mandatory – Must review	OMB Exhibit 300 must be submitted to the CIO requesting approval in consultation with PPC/RA	Quarterly by CIO, or immediately if the variance in cost or schedule goals is greater than 10%
Level III: Greater than $10 million over three years **or** is an E-Gov Project	Yes	Mandatory	CPIC Subcommittee and M/IRM (See ADS 546)	BTEC	Mandatory – Must review	OMB Exhibit 300 must be submitted to the CIO requesting approval in consultation with PPC/RA	Quarterly by CIO, or immediately if the variance in cost or schedule goals is greater than 10%

Investment Category 2: USAID/W and Mission program-funded IT (not used for USAID operations, nor used within USAID offices or Missions)

Life-Cycle Cost or Investment Level	Does ADS 577 Apply?	Role of ADS 577.3.5, CPIC Decision Criteria	Who Must Review the Investment	Who Must Approve or Select	Role of CPIC Subcommittee in Selecting, Reviewing Investment	Documentation Required	Frequency of Reviews
Any amount	No. Refer to ADS 200-203	Suggested as a supplemental best practice	Determined by Bureau or Mission procedures.	Determined by Bureau or Mission procedures	None	N/A – Refer to ADS 200-203	N/A – Refer to ADS 200-203

Investment Category 3: USAID/W and Mission Program-funded IT (used for USAID operations or within USAID offices and Missions)

Life-Cycle Cost or Investment Level	Does ADS 577 Apply?	Role of ADS 577.3.5, CPIC Decision Criteria	Who Must Review the Investment	Who Must Approve or Select	Role of CPIC Subcommittee in Selecting, Reviewing Investment	Documentation Required	Frequency of Reviews
$100K or less **over** life-cycle of commodities or services.	Yes. (See 577.3.1) In addition, refer to ADS 548	Suggested as a supplemental best practice	M/IRM (see ADS 546) and Program Management Office, Business Enterprise Architecture Division (M/PMO/BEA) (see ADS 548)	Consensus by sponsoring Mission Director, project officer, and M/PMO/BEA.	None	See ADS 548. In addition, USAID 300i Decision Request must be submitted to Chief, M/PMO/BEA requesting M/PMO/BEA review.	Based on program funding review cycle
More than $100K over life-cycle	Yes. (See 577.3.1). In addition, refer to ADS 548	Suggested as a supplemental best practice	M/IRM (see ADS 546) and M/PMO/BEA (see ADS 548)	Consensus by M/PMO/BEA and Program Sponsoring Office	None	See ADS 548. In addition, USAID 300i Decision Request must be submitted to Chief, M/PMO/BEA requesting M/PMO/BEA review.	Based on Program Funding Review cycle

Investment Category 4: Mission OE-funded IT (for USAID operations)

Life-Cycle Cost or Level	Does ADS 577 Apply?	Role of ADS 577.3.5, CPIC Decision Criteria	Who Must Review the Investment	Who Must Approve or Select	Role of CPIC Subcommittee in Selecting, Reviewing Investment	Documentation Required	Frequency of Reviews
$100K or less over a five-year life cycle	Yes. (See 577.3.1) In addition, ADS 548 will be modified to apply.	Suggested as best practice	M/IRM (see ADS 546) and M/PMO/BEA (see ADS 548)	1) Mission sponsor must approve the expenditure. 2) USAID ISSO must approve installation of software once acquired.	None	USAID 300i Decision Request or equivalent must be submitted to Chief, M/PMO/BEA requesting M/PMO/BEA review and CIO approval.	Based on Mission funding review cycle
Greater than $100K over a five-year life cycle	Yes. (See 577.3.1) In addition, ADS 548 will be modified to apply.	Suggested as best practice	M/IRM (see ADS 546) and M/PMO/BEA (see ADS 548)	1) CIO approval. However, where the Agency has a trained Systems Manager assigned, the Mission sponsor is authorized to approve the expenditure. 2) The USAID ISSO must approve installation of acquired software.	None	USAID 300i Decision Request or equivalent must be submitted to Chief, M/PMO/BEA requesting M/PMO/BEA review and CIO approval (if needed). (See "Who Must Approve or Select.")	Based on Mission funding review cycle

577maa_060605_w061005_cd40