JAG/COMNAVLEGSVCCOM INSTRUCTION 5271

From: Judge Advocate General
        Commander, Naval Legal Service Command

Subj: INFORMATION TECHNOLOGY MANAGEMENT BOARD (ITMB)

Encl: (1) Definitions
        (2) ITMB Request Form
        (3) Statement of Work for Contract Vendor
        (4) NAVJAG Form 4270.3

1. Purpose. To establish policies and procedures for the ITMB
for the Office of the Judge Advocate General (OJAG) and the Naval
Legal Service Command (NLSC). The ITMB will foster coordination,
cooperation and collaboration, while maintaining a strategic
dialogue from leadership down to all stakeholders across the JAG
Corps. The purpose of the ITMB is to provide a forum for cross-
organizational participation in the oversight and evaluation of
IT programs, projects and procurement. Decisions are rendered
based on the ITMB's discussion, collective understanding of JAG
Corps needs and priorities, and reflective of JAG Corps strategic
goals.

2. Definitions. Definitions of terms used within this
instruction are found within enclosure (1).

3. Objectives

   a. By adopting a structured and holistic approach to IT
governance through the ITMB, the JAG Corps will jointly
coordinate the requirements, prioritization, planning,
implementation, operations, and ongoing support of IT systems by:

       (1) Aligning IT investments and management practices
with its business requirements and strategic initiatives;

       (2) Integrating mission and business processes, and
information across organizational boundaries to standardize
solutions;

(3) Baselining an inventory of all non-NMCI continuity of services contract (CoSC) hardware and software purchased by the JAG Corps;

(4) Leveraging information technology to achieve greater business efficiencies; and

(5) Ensuring that IT is implemented efficiently, effectively and securely.

b. The JAG Corps' ITMB supports the life cycle of an IT investment from the initial decision to fund a proposed investment, to oversight of its implementation and operations, to the final decision to decommission the application or system. All application requests prior to inception to modification through to its decommissioning will be adjudicated by the ITMB. No changes/modifications or deviations from the standard suite of JAG Enterprise Systems will be allowed. JAG Enterprise Systems include:

(1) Case Management and Tracking Information System (CMTIS). The system used to collect OJAG/NLSC workload metrics in the areas of military justice, personal representation, command services, and legal assistance. Provides management reports in these areas and generates standard forms for military justice and legal assistance.

(2) JAG Personnel System (JAGPERS). The system used to collect information on active-duty and reserve judge advocates and legalmen. Used to manage JAG Corps officer and enlisted billets and by law students to submit applications to JAG Corps.

(3) Claims and FOIA Management System (CFMS). The system used to manage and process Tort and Medical Care Recovery Act claims, as well as manage and process initial FOIA requests and related appeals.

(4) Internet-Based Enterprise Tools System (IBETS). The system used to manage and process Personnel and Carrier Recovery claims. Used to formulate budget as well as to manage civilian personnel budget, unfunded requirements, credit card purchases, memorandum accounts and fund allocations.

4. Scope. This instruction applies to OJAG and NLSC commands.

5. <u>Roles and Responsibilities</u>

a. ITMB Core Members. Membership of the ITMB will be composed of senior leadership and will include:

(1) Code 06, Executive Director (Chair)
(2) Code 63, Management and Plans Director
(3) Code 64, Comptroller
(4) Code 65, Command Information Officer
(5) Code 65, Information Assurance
(6) Code 01 Representative
(7) Code 02 Representative
(8) Code 05 Representative
(9) Region Legal Service Office (RLSO) Representative
(10) Naval Legal Service Office (NLSO) Representative

b. All ITMB Core Members will be required to attend scheduled ITMB meetings. If the designated Board member cannot attend, an alternate shall be chosen to attend. Designated alternates should be selected carefully, as they are required to speak and vote for the principal to ensure that the decision-making of the Board will continue even though the principal member cannot attend. The alternate is not to become a permanent replacement for the primary Board member.

c. The ITMB will meet monthly to review and discuss the agenda items and request additional input from stakeholders to clarify any issue. The chair may hold an ITMB meeting outside the regularly scheduled time as necessary to address emergent requests. If not available for a meeting, the chair will designate an acting chair from among one of the other core members. A quorum of members must be present to conduct business, and decisions will be rendered by a majority vote. In the event of a tie, the chair will break the tie.

d. The ITMB will review and recommend approval/disapproval, as appropriate:

(1) Proposed creation of any new applications;

(2) Proposed modification of any existing applications with an estimated cost of over $5,000;

(3) Any deviation from the standard JAG Enterprise baseline in hardware or software; and

(4) All non-NMCI/CoSC IT purchases above $5,000.

e. IT Management Support, Code 65, will be responsible for overall ITMB administrative matters to include:

(1) Coordinating receipt of all request packages;

(2) Obtaining, preparing, and distributing meeting material for review in advance of meetings and teleconferences;

(3) Developing and distributing agenda prior to each meeting;

(4) Providing advanced notification of meeting agenda, time, and place;

(5) Preparing and distributing minutes after meetings outlining key topics;

(6) Ensuring notes are kept, and action items are assigned and tracked to closure;

(7) Ensuring notification and maintain communication with the appropriate divisions and commands regarding the implementation status of approved actions.

f. The Board Chairperson shall maintain a list and track all items for action and ensure coordination with Board members and their corresponding Assistant Judge Advocate General (AJAG). A list of action items originating from the Board meetings shall be made and distributed to all members within one week after each meeting by the Chair or designee.

g. Command Information Officer, Code 65, shall:

(1) Support project throughout ITMB approval process;

(2) Designate a Technical Project Manager (TPM) to support the ITMB-approved IT effort throughout its life cycle;

(3) Ensure Department of the Navy (DON) portfolio management policies are followed;

(4) Ensure DON Information Assurance (IA) policies are followed;

(5) Ensure IT investments are consistent with the DON IT Strategic Plan;

(6) Lead IA certification and accreditation (C&A) efforts for all IT programs;

(7) Notify ITMB when approved IT action exceeds 10% of approved cost; and

(8) Approve system modifications and non NMCI/CoSC equipment/software purchases costing up to $5,000.

h. Comptroller, Code 64, shall verify funding availability or forecasts funding availability. If applicable, ensures the ITMB-approved IT effort is annotated in the IT budget tracking database, NITESTAR, and that funding is allocated to support the effort throughout its life cycle.

i. Functional Project Manager (FPM) shall:

(1) Support the project through the ITMB approval process;

(2) Act as a liaison to the functional user community and also as the functional subject matter expert (SME);

(3) Ensure that the funding is programmed and allocated for the complete life cycle of the project to include implementation, support, maintenance and decommission; and

(4) Work in coordination with the Technical Project Manager (TPM) on any and all IA C&A efforts to ensure security controls are being exercised on a continuous basis throughout the life cycle.

j. AJAGs and Commanding Officers will:

(1) Ensure that no hardware or software is being purchased without ITMB or CIO approval (as applicable).

(2) Ensure that no application development within the command that will need future support in either manning or funding;

(3) Prepare and submit ITMB requests as described in paragraph 6 of this instruction when seeking ITMB's approval for

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an action under its purview. Failure to submit the request as required will result in a delay of the ITMB's timely review of the request; and

(4) Ensure each ITMB request has a designated Functional Project Manager (FPM) that will be available to support the ITMB process and also support the project after ITMB approval.

6. Policy

a. AJAGs and Commanding Officers that have an IT requirement for a new IT application or want to update an existing application, whether it is government off-the-shelf (GOTS) or commercial off-the-shelf (COTS), or any IT requirement for non-NMCI/CoSC, non-OneNet hardware, should submit enclosure (2) to the ITMB for approval. Requestors must justify the need and identify the mission objectives that will be streamlined through automation. All new applications or application modifications shall have direct relation to the strategic goals of the JAG Corps. Include on the ITMB Request Form the following information:

(1) Justification demonstrating a validated need/requirement. (Should be substantiated with policy, statute, strategic priorities, etc.)

(2) Evidence that the need is not being met, including the magnitude and quantifiable measure(s) of the problem/gap, and which mission/functional areas are affected.

(3) The proposed project/initiative that will address this problem and the organization/person(s) leading it; what mission outcomes, key objectives (preferably measurable) it satisfies; cost, cost savings, process improvements, other benefits and overall implementation timeline.

(4) A summary of the project/initiative's requirements.

(5) Boundaries/scope of the project -- what is included/excluded.

(6) Summary of the analysis of alternatives.

(7) High level implementation strategy and key milestones (e.g., proposed delivery date).

(8) Key assumptions and constraints foundational to the analysis.

(9) Identify a point-of-contact and designated FPM (non-IT) for the proposed project.

(10) Funding source - current and out-years to satisfy life cycle requirements.

(11) In the case of procurement of commercial hardware (i.e. non-NMCI laptops, desktops, scanners, and printers) and software, include the NAVJAG Form 4270.3 - OJAG Request for Supplies/Services.

b. Approval. All IT requests adjudicated by the ITMB will be approved/disapproved by JAG/CNLSC.

c. IT Program Review. All IT requests will become part of an IT program review brief for JAG/CNLSC approval. This IT program review brief will be attended by all principal stakeholders to include AJAGs and RLSO/NLSO Deputy Commanders (DCOM).

8. Procedures

a. AJAGs or Commanding Officers requesting ITMB approval will submit the package to the Knowledge and Information Services, Code 65, Command Information Officer.

b. The request package will include, but is not limited to:

(1) Completed ITMB request Form with explanation and justification. See guidance at enclosure (2).

(2) Statement of Work (SOW) (as applicable). See guidance at enclosure (3).

(3) NAVJAG Form 4270.3 for commercially procured hardware or software. See enclosure (4).

(4) Any other substantiating documentation.

c. The ITMB will report out to the JAG/DJAG via the AJAG 06 and the IT Program Review Board. All decisions will be reported to requestors after JAG/DJAG approval. Knowledge and

Information Services Division, Code 65, will work with AJAGs and Commanding Officers to execute the decisions.

    d.   AJAGs and Commanding Officers may resubmit a request to the ITMB no sooner than 3 months following the most recent decision. A resubmitted request should state the original date of submission and what information, if any, has altered the environment that might now cause the ITMB to approve the request.

9. <u>Action</u>. All OJAG and NLSC commands will follow the policies and procedures set forth in this instruction.

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Rear Admiral, JAGC, U.S. Navy
Commander, Naval Legal Service
Command
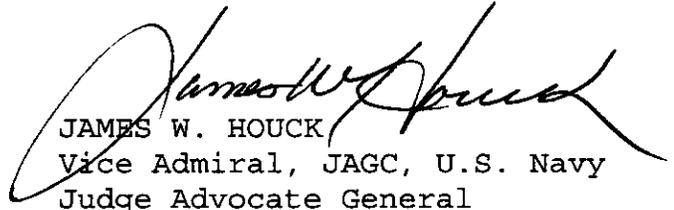
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Distribution:
Electronic only, via the Office of the Judge Advocate General
website, http:///www.jag.navy.mil.

DEFINITIONS

Application: An application is a computer program designed to help the user perform singular or multiple related specific tasks. Examples include accounting software, office suites, graphics software and media players. Applications can also be government developed programs such as CMTIS, JAGPERS and IBETS.

Application Update: Any change, such as an application enhancement, from the current baseline of an IT application that cannot be considered a "fix".

Application Fix: A fix, as it implies, is a piece of software code designed to fix problems with a computer program or its supporting data. This includes fixing security vulnerabilities and other bugs.

Information Assurance (IA): Measures that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. (DoD Directive 8500.1-E)

Information Technology (IT): Technology spanning a wide variety of equipment or resources, including, but not limited to, technological processes, computer software, information systems, computer hardware, programming languages, data constructs, audio-visual equipment, telephone systems, and video-teleconference (VTC) equipment. In short, anything that renders data, information or perceived knowledge in any visual format whatsoever, via any multimedia distribution mechanism, is considered IT.

Functional Project Manager (FPM): Manager within an organization requesting new IT whose responsibility it is to develop requirements, budgets, and schedules for the organization's IT needs. Drawing upon specific knowledge of an organization's actual needs in areas such as legal assistance, claims, military justice, personnel or finance, this manager coordinates projects from development through implementation, working with their organization's other IT workers, functional users, vendors, and consultants.

JAG Enterprise System (JES): A multi-function application that provides a single access point for submitting and referencing mission critical JAGC data. JES also provides case management

capabilities, automating legal processes while allowing the legal professional to manage multiple cases; track current status, case content, and organization of attorney work product.

Life Cycle: A continuous process of managing the life of an IT project through governance, development, maintenance until a decision is made to decommission.

NMCI-CoSC: Shorthand method of referring to the Navy Marine Corps Intranet (NMCI) Continuity of Services Contract (CoSC), which serves as a follow-on contract that bridges the gap between NMCI (whose contract ended on September 30, 2010) and Next Generation Enterprise Network (NGEN). The new CoSC began at the expiration of the NMCI contract; under it, the Navy retains the same scope of NMCI services with Hewlett Packard (HP), but the network becomes a government-owned, contractor-supported, managed services environment. CoSC is the contract vehicle by which most IT is procured within the Navy.

Technical Project Manager: Manager within OJAG Code 65 who represents the IT department and serves as the liaison between OJAG IT resource oversight and the functional community throughout the life cycle of an IT project.

System: A set of interrelated components consisting of mission, environment, and architecture as a whole.

INFORMATION TECHNOLOGY MANAGEMENT BOARD REQUEST FORM

Proposed Project/Initiative Title:

Functional Project Manager:

Date Submitted:

A. EXECUTIVE SUMMARY

1. **Summary of Project/Initiative Requirements.**

2. **Relationship of Project/Initiative to JAG Strategy & Mission.**

3. **Justification demonstrating a validated need/requirement.**

4. **Evidence that the need/requirement is not being met.**

B. PROJECT OVERVIEW

1. **Key Objectives.**

2. **Performance Measures.**

3. **Assumptions.**

4. **Constraints.**

5. **Major Project Milestones.**

6. **Cost.**

C. PROJECT EVALUATION

1. **Analysis of Alternatives.** (Identify other options.)

2. **Cost Savings/Benefits.**

D. FUNDING (Identify current and out-year cost to satisfy life cycle requirements.)

ITMB Review/Recommendations

Approved (as submitted): _____

Approved (with modifications): _____

Rejected: _____

Date: _____

STATEMENT OF WORK (SOW) FOR CONTRACT VENDOR

In order to obtain bids for the contract work sought, the requesting office must provide a SOW describing the type and scope of work to be provided. Contract vendors will use this SOW to identify the qualified professionals that best match the organization's requirements.

The following outline provides a template for development of a SOW, but can be tailored to meet a work unit's individual needs.

SOW Language Tips

All those who read the SOW need to understand it in a clear and concise manner; therefore, language selection is very important. Below are language tips to consider when writing a SOW:

- Be concise, precise, and consistent.
- Use simple words, phrases, and sentences whenever practical.
- Avoid vague, inexact phrases, generalizations, open-ended phrases, government jargon, and "should" or "may" clauses.
- Define technical terms.
- Use "shall" or "must" when writing a requirement binding on the contractor.
- Use "will" to indicate actions by the government.

SOW Format

The SOW format should contain the following areas of detail, each further defined below:

- Background
- Scope
- Objectives
- Tasks
- Cost Estimate
- Delivery
- Government-furnished property
- Security Requirement
- Place of performance
- Period of performance

Background: Often identified as the "Introduction," this section should provide information needed to acquaint the reader

with the planned acquisition. The background information should identify the requirement in very general terms; describe why the project is being pursued, and how it relates to other projects. Summarize any statutory authority or regulations affecting the overall requirement; and identify any background materials attached to the SOW.

Scope: This section should provide a brief statement of what the agency expects to accomplish under the contract — the breadth and limitations of the contract effort. It should not include specific work tasks or a description of deliverable products since this will be included in the "Tasks" section described below.

Objectives: This section should provide a concise overview of the contract effort goals and objectives and how the results or end products will be used.

Tasks: Sometimes identified as "Work Requirements," this section defines the tasks to be completed during contract performance. This section should specify requirements clearly so that all readers can understand them. Reference only the absolute minimum applicable specifications and standards needed. For a Performance-Based Work Statement, this section should describe requirements in terms of results required rather than the methods for completing the work. This latitude will permit the contractor to develop new and innovative ways to complete those tasks.

Delivery: This section states what the contractor must deliver. If different tasks have different delivery requirements, they must be clearly identified along with times within which the contractor must deliver. This may be stated using actual dates, days after contract award, or using some other method that clearly marks the required delivery date, and where the contractor must deliver the product.

Government-Furnished Property: This section should identify any government-furnished property provided to the contractor such as equipment and/or information. If the list of property is extensive, this section should identify where that list can be found. Before offering to provide any property, make sure that it will be available when required, where required, and in the condition required by the contract. Failure to meet government furnished property requirements often lead to a contractor claim for an equitable adjustment to contract price, delivery, or other requirements.

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Security Requirements: This section identifies any unique security requirements associated with contract performance. These requirements may include, but are not limited to, such items as: special pass or identification requirements; special security clearance requirements; or special escort requirements. The requesting office should consult with their local security manager to ensure proper specifications are established here. Prior to submitting this SOW to a vendor, the requesting office will also complete a form DD 254 as required by your security manager.

Place of Performance: This section identifies where the contract will be performed. If performance will occur at multiple government locations, this section should indicate which tasks must be completed where. If performance will be at the contractor's facility, the SOW need only state that requirement.

Period of Performance: The period of performance may be stated using actual dates, days after contract award, or using some other method. If different periods of performance will apply to different tasks, the tasks and related periods of performance should be clearly identified.

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REQUEST FOR SUPPLIES / SERVICES (OTHER THAN GSA)

(JAG 64 Use Only) Date Received:	Date Processed:	Requisition No. / Serial No.:
Unit Price (Actual):	Total Cost (Actual):	

I. GENERAL INFORMATION   *(Requesting office must complete)*

Date Requested:	Command Name or UIC:	
Requested by:	Code:	Tele#:

Command / Division Chop Chain:

II. TECHNICAL SCREENING   *(JAG64 Use Only)*

Are requested items available from:
FSS/Stock: ☐ YES ☐ NO   FPI or other system source: ☐ YES ☐ NO   AbilityOne: ☐ YES ☐ NO   NIBOSH: ☐ YES ☐ NO

If yes, justification for not purchasing from this source:

Signature: Date:

2nd Quote Attached: [ ] YES   [ ] NO   Spreading the business: [ ] YES   [ ] NO (Why?)

III. REPAIRS   *(Requesting office must complete)*

Type of Equipment:	Serial No.:
Contact: Problem:	

IV. MATERIAL OR SERVICE TO BE PURCHASED   *(Requesting office must complete)*
Attach any quotes and further information to this form.

Item Requested *(Model, Type, etc)*:

Number Requested:	Price per Unit:	**Total Cost:**

Available from *(Company Name, Address)*

Company Contact:	Telephone No.:

V. JOB NUMBER ASSIGNMENT   *(JAG64 Use Only)*

UIC	Cage Code Number:	JO Number:

Accounting Data:

Signature:	Date:

VI. JUSTIFICATION FOR ITEM'S III & IV ABOVE   *(Requesting office must complete)*

VII. APPROVAL FOR PROCUREMENT ACTION   *(NLSO / RLSO Approving Official or JAG64)*

Approved	Disapproved	Code	Signature	Date

VIII. RECEIVING / SERVICE COMPLETED CERTIFICATION

Date Supplies Received:	Signature:
Date Service Completed:	Signature:
Remarks:	

GCPC AO Check List (JAG64 Use Only)

Purchase Request (signed and dated by proper authority, technical screening completed, correct dates of ordering)	
Solicitation/Quotes (determined to be fair and reasonable, multiple quotes are optional) **OPTIONAL**	
Order Documentation (relevant emails, DoD eMall confirmations, vendor confirmations, etc)	
Receipt, Inspection and Acceptance (signed, printed name and dated)	
Vendor Receipt/Invoice (documentation from the merchant showing the item(s) purchased, the unit price, the total amount, date of the transaction, and shipping/handing and tax (as applicable).	
Evidence of Final Payment (when practical) **OPTIONAL**	

AO Initials of Completion
Date

Enclosure (4)