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N5
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CNIC INSTRUCTION 7000.4

From: Commander, Navy Installations Command

Subj: REQUIREMENTS INTEGRATION TOOL (RIT) DATA COLLECTION

Ref: (a) OPNAVINST 5450.339

Encl: (1) RIT INITIATIVE LIFECYCLE & DATA INTEGRATION TIMELINE
       (2) RIT DATA COLLECTION TOOL USER GUIDE

1. Purpose. This instruction establishes policies and procedures for the use of the Requirements Integration Tool (RIT) to collect and integrate existing and new requirements to support Planning and Programming processes, including but not limited to, Strategic Laydown and Dispersal (SLD) and Program Objective Memorandum (POM).

2. Background

    a. The RIT provides full transparency, allowing key stakeholders to view and analyze new Shore requirements, as well as to integrate and display existing program requirements from program Performance/Pricing Component Models (PPCM) and the Intelligent Workbook (IW).

    b. The RIT provides other Budget Submitting Offices (BSOs) the capability to enter requirements data in support of integrated planning and programming processes and deliverables.

    c. Enclosure (1) provides an overview of the RIT initiative lifecycle process and the data integration timeline.

    d. Enclosure (2) provides detailed guidance on user roles, process steps, data integration, and system capabilities and functionality. Enclosure (2) is posted on Gateway 2.0 (G2): https://g2.cnic.navy.mil/help/train/Library/N5%20Requirements%20Integration%20Tool%20Data%20Collection%20Tool%20User%20Guide.pdf.

3. Policy. This instruction applies to CNIC Headquarters (HQ), Regions, and Installations. IAW reference (a), CNIC as the Shore Integrator will coordinate with other BSOs, to include Naval Facilities Engineering Command (NAVFAC), Naval Sea Systems Command (NAVSEA) and Office of Naval Research (ONR), to ensure their Shore requirements are captured in RIT.

4. Responsibilities

    a. CNIC HQ N5 Strategy and Future Requirements is responsible for:

        (1) Providing policy and guidance to achieve implementation of the RIT throughout the Shore.

        (2) Identifying and reviewing all proposed new initiatives for cross-program and multiple location impacts and ensuring coordination with HPDs prior to new initiative creation.

    b. CNIC HQ N1 Manpower and Personnel is responsible for:

        (1) Providing an annual update to IW data, to include manpower programming rates per enclosure (1).

        (2) Reviewing, updating and appropriately routing all Enterprise new initiatives that contain manpower changes.

    c. CNIC HQ N8 Comptroller is responsible for providing an annual update to pricing policy per enclosure (1).

    d. Headquarters Program Directors (HPDs) are responsible for:

        (1) Identifying and proposing new initiatives in RIT.

        (2) Entering data for new initiatives in RIT, including Labor and Non-Labor requirements, initiative descriptions and impact statements, once new initiatives have been approved for data entry by CNIC HQ N5.

        (3) Reviewing, updating and routing new initiatives.

        (4) Uploading data for existing requirements in RIT. Modeled programs will provide updates to existing labor and non-

labor data annually, per enclosure (1). Non-modeled programs will provide updates to existing non-labor requirements, as needed. All HPDs have the option to provide updates at any time during the fiscal year.

    e. Region N5s are responsible for:

        (1) Identifying and proposing new initiatives in RIT that have not been created by an HPD.

        (2) Reviewing, updating and routing all Region approved new initiatives data to CNIC HQ.

    f. Region N1s are responsible for reviewing, updating and routing all new initiatives that contain manpower changes.

    g. Region Program Directors (RPDs) are responsible for:

        (1) Entering data for new initiatives in RIT, including Labor and Non-Labor requirements, initiative descriptions and impact statements, once new initiatives have been approved for data entry by CNIC HQ N5.

        (2) Reviewing existing requirements data in RIT and coordinating with HPDs to resolve issues and discrepancies within existing requirements.

    h. Other BSOs are responsible for:

        (1) Identifying, proposing and entering data for new initiatives in RIT, including Labor and Non-Labor requirements, initiative descriptions and impact statements.

        (2) Uploading data for existing requirements in RIT.

5. <u>Action</u>. All users will register for RIT access via CNIC G2, as required: https://g2.cnic.navy.mil/apps/rit/Default.aspx.

6. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1 of January 2012.

J. D. LUDOVICI
Deputy Commander

Distribution:
Electronic only, via CNIC Gateway 2.0
https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx

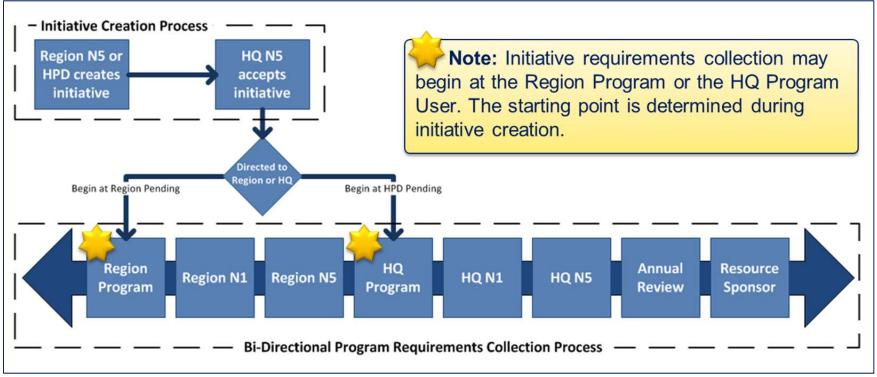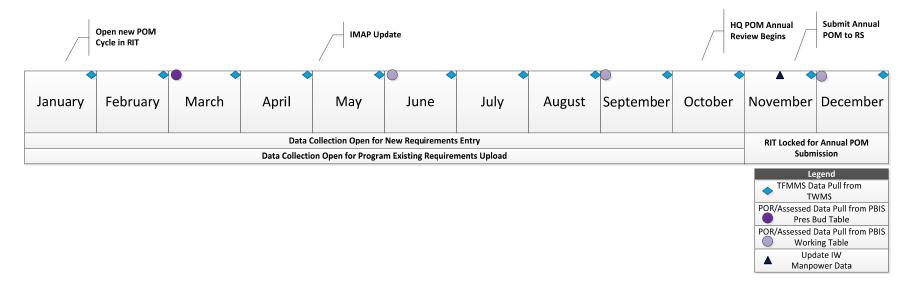**RIT INITIATIVE LIFECYCLE PROCESS & DATA INTEGRATION TIMELINE**

Figure 1: RIT Initiative Lifecycle Process

Open new POM Cycle in RIT				**IMAP Update**						**HQ POM Annual Review Begins**	**Submit Annual POM to RS**
January	February	March	April	May	June	July	August	September	October	November	December

Data Collection Open for New Requirements Entry

Data Collection Open for Program Existing Requirements Upload

RIT Locked for Annual POM Submission

Legend	
◆	TFMMS Data Pull from TWMS
●	POR/Assessed Data Pull from PBIS Pres Bud Table
●	POR/Assessed Data Pull from PBIS Working Table
▲	Update IW Manpower Data

Please Note: Timelines subject to Resource Sponsor policy and guidance.

Acronyms:

IMAP	Installation Management Accounting Project
PBIS	Program Budget Information System
TFMMS	Total Force Manpower Management System

Figure 2: RIT Process and Data Integration Timeline