Milestone Document Identification
USER Tutorial

Your Acquisition and Documentation Requirements Tool

DEFENSE ACQUISITION UNIVERSITY

Version 0.4
MDID is based on the DoDI 5000.02
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7 January 2015

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ABOUT THIS TUTORIAL

The *MDID User Tutorial* describes how to use the Milestone Document Identification (MDID) tool. MDID is publically accessible on the web site: https://dap.dau.mil/mdid/. This tutorial gives the user a general instruction only, and reflects the ongoing development and updates of the tool.

> **NOTE** — The descriptions and depictions used in this tutorial may not accurately represent the *current* appearance or function of MDID. Similarly, the subject matter used in this tutorial may not accurately represent *current* policy.

WHO SHOULD STUDY THIS TUTORIAL?

This tutorial is for all users who need help learning the applicability and preferred practices of MDID. This tutorial has chapters that describe the MDID Home page, and the Metacards.

TUTORIAL LAYOUT

The arrangement of this tutorial makes learning about specific MDID features easy. The chapters of this tutorial follow an outline of the features as they appear on the MDID Home page. Within each chapter, the subsections are grouped by their application. The layout of this tutorial, matches the MDID features to make learning its use easy.

- Chapter 1 — **LISTS** — a brief introduction to the primary element in MDID

- Chapter 2 — **METACARDS** — the types of Metacards, the rows and fields within each type, and features available within them

- Chapter 3 — **FILTERS** — shows the filters available on the MDID Home page

CHAPTER 1 — LISTS

The MDID Home page is made of a few simple sections: the header (including the banner and button bar), the left half of the page (the list of requirements), the right half of the page (with controls for filtering the list), and the footer.

This tutorial teaches the user how to operate the primary functions of the MDID, and how to get more value from that operation. The function of the peripheral controls in the header, footer, and accordion are explained in the Help page, available by selecting the Help button in the button bar.

Figure 1 — The MDID Home page

NOTE — If the window has a scroll bar on the bottom or an extra scroll bar on the right edge of the window, then re-size the window. MDID works best when the browser window is at least 1,024 pixels wide and 768 pixels tall.

HOW TO — Re-size the window to better fit the list (and perhaps show more of the list): drag the edge of the browser window for a custom fit, or click the "Maximize" button in the title bar of the browser window. Some browsers also include a full-screen display option: in Internet Explorer, press the F11 key to toggle the full-screen view.

In the layout of MDID, the left half of the page is the primary element: a list of items required during a defense acquisition program. The list includes documents and activities required by U.S. government statute or regulation. The list is arranged alphabetically, by the name of the requirement. Sometimes, the list also shows when the item is required within the acquisition life-cycle: phases, milestones, and decision points of the Defense Acquisition Framework.

The data that drives MDID comes from the Department of Defense Instruction 5000.02, *Operation of the Defense Acquisition System*. When that source is updated, MDID is updated. MDID is a living document/tool, it is very complex; and it is constantly reviewed and criticized by peers using the built-in Feedback function.

The data used in MDID comes from Tables 2, 5, 6, and 10 of the DoDI 5000.02. The names of those tables appear in MDID as the names of each of lists. The name of the list currently displayed appears at the top of the list in left half of the page. The name of the list usually appears within a list box. The homepage is defaulted to "Milestone and Phase Information Requirements" This relates to DoDI 5000.02, Table 2, and the corresponding notes are provided at the bottom right side of the page.

HOW TO — To open another list, select the list box in the top of the list in the left half of the page, and change the selection.

If applicable, next to the name of the list is a note to "See Table Notes" in parentheses. This note reminds the user to view the Table notes at the bottom right of that page (i.e. "Table 2 Notes for Milestone and Phase Information Requirements". These Table notes have the footnotes from the applicable DoDI 5000.02 table and then corresponding notes to demonstrate user action based on the MDID tool.

HOW TO — To compare lists to each other, open MDID in multiple browser windows.

In MDID lists, items are grouped by statutory and regulatory requirements. The names of items which appear in all UPPERCASE letters are required by statute. The names of items which appear in Title Case are required by regulation, during a defense acquisition program.

HOW TO — Scroll a long list by dragging the scroll bar immediately to the right of the list (not the scroll bar or bars on the far right of the window). If using a mouse, the mouse might have a scroll wheel: move the cursor to anywhere within the list before using the scroll wheel.

HOW TO — Print the whole list by selecting the Print Results button in the top of the right half of the page. This allows the user to view a print-out of the entire list. You can save your results by printing to a .PDF file.

All items appear in blue text: this indicates that the name of the item is a hypertext link. If the user selects an item, then a Metacard for that item will appear (Metacards are discussed in Chapter 2 of

this tutorial). The color of the text may change to red depending on whether the item was the last item selected: this is useful for recalling where the user was last when returning to the list.

HOW TO — Select a link in the list using a mouse by moving the cursor over the name of an item in the list. Clicking the name opens the Metacard for that requirement (for more information on Metacards, see chapter 2 of this tutorial); the name remains selected after closing the Metacard (select it again to re-open the same Metacard).

Another indicator of the interactive state of the items in the list is the small "down arrow" icon to the left of the item. The icon indicates that the item has a Metacard. The icon changes state indicating: the availability of the Metacard, whether the item selected is currently displaying a Metacard, or whether the last item selected was the last Metacard opened.

HOW TO — Select a link in the list using a keyboard by pressing the Tab key or pressing the Shift+Tab key combination to select a name. Press the Enter key for a selected name to open the Metacard for that item.

MILESTONE AND PHASE INFORMATION REQUIREMENTS

The primary list is the default list MDID opens when launched. This list corresponds to the table in the DoDI 5000.02, with the same name.

Like the *Milestone and Phase Information Requirements* table in the DoDI 5000.02 (Table 2), this list in MDID differentiates the items by statutory and regulatory requirement. The statutory requirements — in UPPERCASE — includes items required by the US Code of Law, Public Law, Executive Order, or similar government statute. The regulatory requirements include items required by Federal regulation, Service policy, or similar official doctrine.

Milestone and Phase Information Requirements (See Table Notes)

Milestone and Phase Information Requirements (See Table Notes)	MDD	MS A	CDD W	Dev RFP Re	MS B	MS C	FRP/F	Other
STATUTORY								
ACQUISITION PROGRAM BASELINE (APB)				•	•	•	•	•
ACQUISITION STRATEGY		•		•		•	•	
ANALYSIS OF ALTERNATIVES (AoA)		•		•		•		•
BENEFIT ANALYSIS AND DETERMINATION		•		•		•		
BUSINESS PROCESS REENGINEERING	•	•		•	•	•		
CYBERSECURITY STRATEGY		•		•	•	•	•	
DOT&E REPORT ON INITIAL OPERATIONAL TEST AND EVALUATION (IOT&E)							•	
GENERAL EQUIPMENT VALUATION						•	•	
INDUSTRIAL BASE CAPABILITIES CONSIDERATIONS		•		•		•		
LOW-RATE INITIAL PRODUCTION (LRIP) QUANTITY				•	•			
MANPOWER ESTIMATE				•	•	•	•	
OPERATIONAL TEST PLAN (OTP)							•	
PESHE AND NEPA/E.O. 12114 COMPLIANCE SCHEDULE				•	•	•		
POST IMPLEMENTATION REVIEW (PIR)							•	
PROGRAM PROTECTION PLAN (PPP)		•		•	•	•	•	
SMALL BUSINESS INNOVATION RESEARCH (SBIR)/SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PROGRAM TECHNOLOGIES		•		•	•	•	•	
Regulatory								
Acquisition Decision Memorandum (ADM)	•	•		•	•	•	•	•
Acquisition Program Baseline (APB)				•	•	•	•	•
Acquisition Strategy		•		•		•	•	
Affordability Analysis	•	•		•	•	•	•	
Analysis of Alternatives (AoA)		•		•		•		•
AoA Study Guidance and AoA Study Plan	•							
Business Process Reengineering	•	•		•	•	•		

Figure 2 — Milestone and Phase Information Requirements (default)

In this list, the items each occupy a row that includes, along the right edge of the list, small black squares in colored columns to represent an action is required by the user. Each column corresponds to a milestone or decision point in a defense acquisition program. The order of these columns, their labels, and their colors are the same as in the Defense Acquisition Framework chart.

The abbreviated name of each event in this list appears at the top of each column. To aid orientation, this header row remains fixed in the window.

> **HOW TO** — There is a glossary of all the abbreviations in the right accordion section named, *Key Abbreviations and Terms*, which can be viewed by scrolling down the page. (See the Help page for instructions on how to open the accordion.)

Next to the frozen header row is a small icon with the label, *Legend*. The Legend is a pop-up dialog box that explains the symbols and colors used in the columns. To make the Legend appear, move the cursor over the icon or label. The legend will disappear when the cursor moves away from the control.

> **HOW TO** — Open the Legend (and leave it open) by using the Tab key: select anything to the left of the Legend button, and press the Tab key on the keyboard until the Legend button is selected: the Legend will open and stay open.

As described in the Legend, each of the colors in the columns corresponds to a phase in the Defense Acquisition Framework chart. Some of the decision points in a defense acquisition

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program occur in the middle of a phase of the life-cycle: those columns have a solid color background that matches that phase in the framework chart. Milestones mark the transitions from one phase to another: those columns have colors split down the middle.

The last column has no background color, because it does not correspond to a phase or any single life-cycle event.

To indicate whether a list item is required during a particular life-cycle event, a black square appears in the column for that event. In DoDI 5000.02, the tables have checkmarks and small black dots instead of black squares. In MDID, because the filters may rearrange the list and the columns, the black squares indicate a generic requirement for the user to take action. View the Metacard for that list item to learn the specific nature of the action required.

> **HOW TO** — For any cell in the columns, open a tool-tip that explains the cell by moving the cursor over it and waiting a moment.

Acquisition Sub-categories, which include Urgent Needs, Defense Business Systems, and Space Programs, have additional/modified requirements contained within Table 2 Milestone and Phase Information Requirements in the DoD 5000.02. For each of these Sub-categories, when the applicable filter is selected, the MDID tool contains both the Table 2 and Acquisition Sub-category requirements. In the case of Urgent Needs, the filter results show both Table 2 and Table 10 requirements.

RECURRING REPORTING REQUIREMENTS

From the list dropdown box in the top of the left half of the page, select the second item. This opens the list of Recurring Reporting Requirements. This list corresponds to Table 5 in DoDI 5000.02.
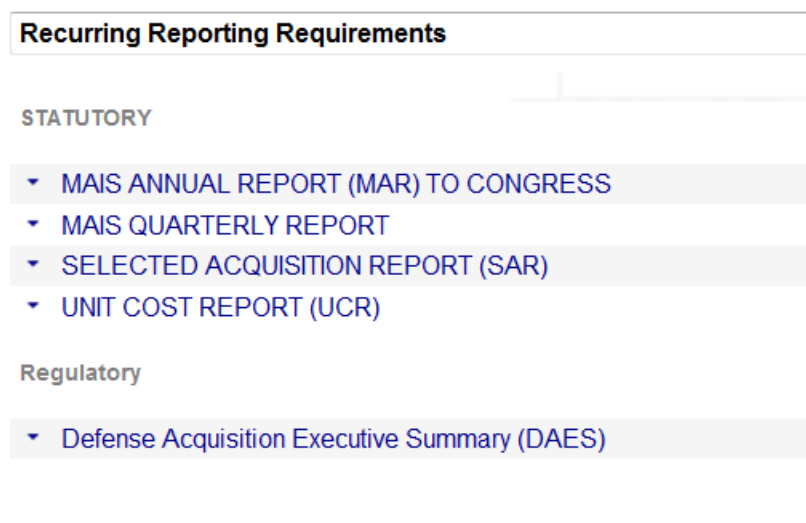
Recurring Reporting Requirements

STATUTORY

- ▾ MAIS ANNUAL REPORT (MAR) TO CONGRESS
- ▾ MAIS QUARTERLY REPORT
- ▾ SELECTED ACQUISITION REPORT (SAR)
- ▾ UNIT COST REPORT (UCR)

Regulatory

- ▾ Defense Acquisition Executive Summary (DAES)

Figure 3 — Recurring Reporting Requirements

Unlike the first list, this list contains regular items that do not occur during a specific life-cycle event. The items in this list recur usually over an interval of many days or months. As such, this list does not need additional columns, because few (if any) of the items share the same start date or recurrence.

The Metacard for each item specifies the recurrence (for more information on Metacards, see chapter 2 of this tutorial). Table notes were added to show the notes from Table 5 of the DoDI 5000.02, however are not applicable to the MDID tool.

EXCEPTIONS, WAIVERS, AND ALTERNATIVE REPORTING REQUIREMENTS

Selecting the third item from the list dropdown box in the top of the left half of the page opens the list of *Exceptions, Waivers, and Alternative Reporting Requirements*. This list corresponds to Table 6 in DoDI 5000.02.
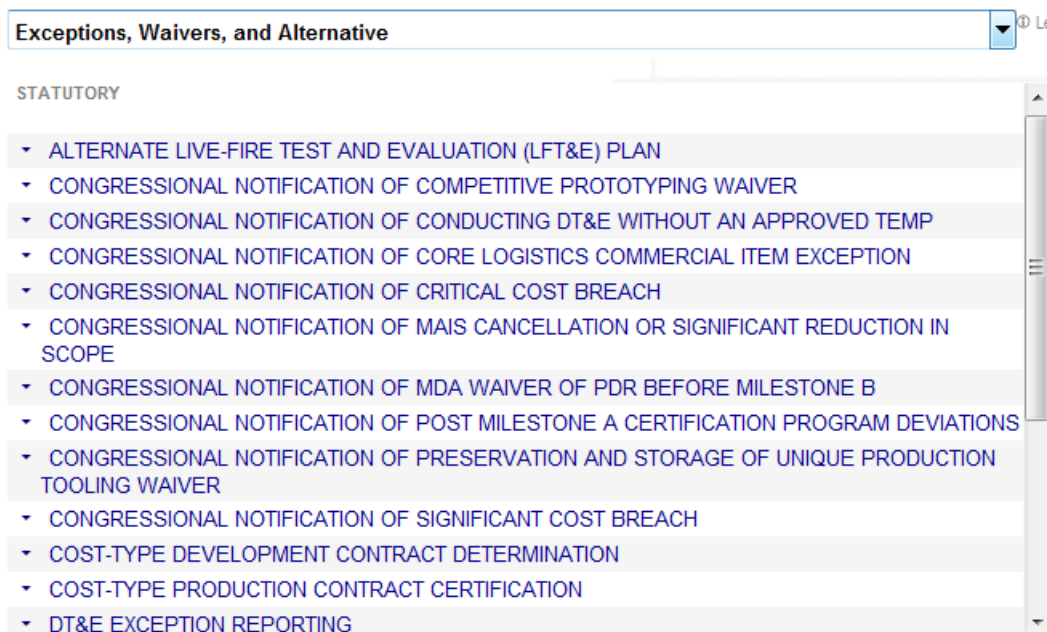
Figure 4 — Exceptions, Waivers, and Alternative Reporting Requirements

The previous two lists describe items required at specific times throughout the life-cycle of a defense acquisition program. This list describes items that are irregularly required, not during a life-cycle event, but under certain conditions: for example, deviations from the program.

The Metacard for each item specifies the occurrence (for more information on Metacards, see chapter 2 of this tutorial). Table notes were added to show the notes from Table 6 of the DoDI 5000.02, however are not applicable to the MDID tool.

URGENT NEEDS RAPID ACQUISITION PROCESS REQUIREMENTS

The list of Urgent Needs Rapid Acquisition Process Requirements is not available from the list dropdown box. It only appears after selecting the "Urgent Needs" Subcategory filter from the homepage list (for more information on Filters, see chapter 3 of this tutorial).

Figure 5 — Urgent Needs Rapid Acquisition Process Requirements

This list corresponds to Table 10 in DoDI 5000.02 but also includes the requirements required in Table 2 which are applicable to an Urgent Needs Rapid Acquisition. This list describes items that are required only during a special circumstance, not during regular life-cycle events: in this list, the circumstance is an urgently needed acquisition.

Although the items in this list are not required during standard life-cycle events, they are required at general phases in the program. The additional columns show they may be required during development, production, or some "other" period.

The colors in the backgrounds of the columns are the same as the scheme in the Defense Acquisition Framework chart. The "other" column is white because of it does not relate to a life- cycle phase.

The Metacard for each item contains specific information about its requirement during urgent operations (for more information on Metacards, see chapter 2 of this tutorial).

CHAPTER 2 — METACARDS

Selecting an item in a list opens a Metacard for that item. A Metacard is like a virtual flash card; it describes specific information about the item selected. Metacards provide information in a uniform way, which allows the user to rapidly compare Metacards and easily see variations.
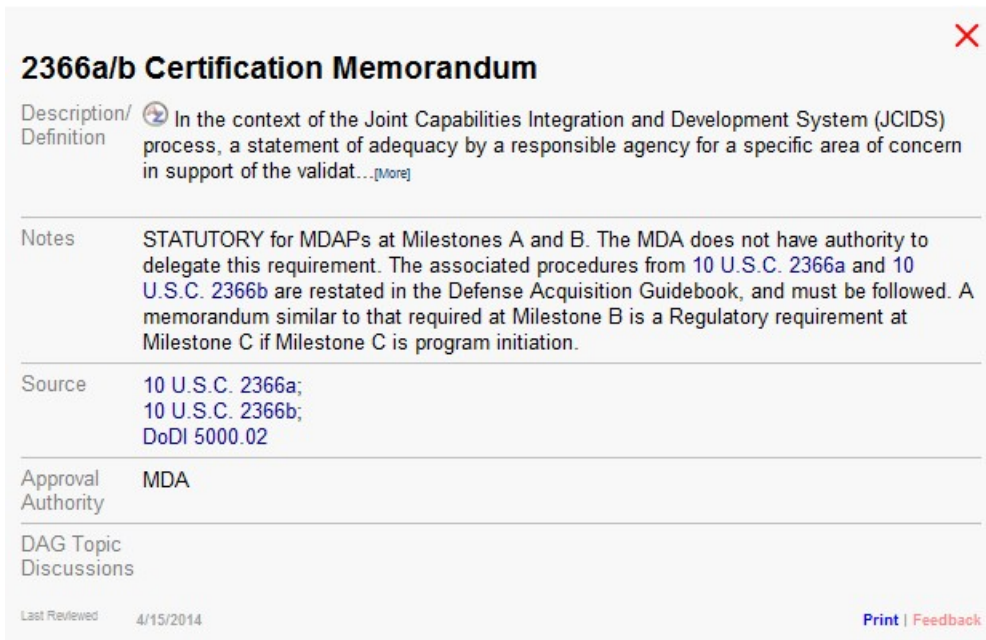
While a Metacard is open, no other MDID functions are available; only one Metacard may be open in a window at a time.

HOW TO — To display Metacards side-by-side, open MDID in multiple browser windows.

Although the information in the Metacard is always the same regardless of the filters applied, the structure of the Metacard adapts to the list within which the items appear.

STANDARD METACARD

The standard layout of a Metacard is used for items that occur during a standard defense acquisition life-cycle event.

Figure 6 — Standard Metacard

The Metacard is a form, which the MDID program automatically fills-in. The form has several form fields…

Title

At the top of the Metacard is the title bar with the name of the item to the left and a close button to the right.

> **HOW TO —** Close the Metacard by pressing the escape key on the keyboard or the X close button to the right.
>
> **HOW TO —** Move the Metacard by clicking anywhere on the title and dragging; this allows the user to see the list underneath the Metacard.

Description/Definition

The definition used in the Metacards comes from a direct link to the Defense Acquisition Glossary. At the time this revised tool is launched, the glossary is being updated with new definitions from the DoDD 5000.01 and DoDI 5000.02. If the definition is not currently in the DAU glossary, it was added manually and will direct link once the glossary is updated.

Notes

The Notes field is the *most important field* in the Metacard. It contains the specific information of the requirement which is taken directly from the appropriate DoDI 5000.02 table. This field usually expands on the information that appears in the definition in the Metacard, and in the additional columns in the list. This field also includes specific information, conditions, and exceptions that the user may not find anywhere else.

Source

On the Metacard, the Source field specifies, and links to, *which* statute or regulation requires the list item (do not confuse this field with the source link in the Definition/Description field).

Clicking an item listed in the Source field opens that item in a new window.

> **NOTE:** The source statute or regulation may contain more information, and the information may be more recent.

Approval Authority

The Approval Authority field contains the title of *whom* this requirement concerns. The field may include many names.

DAG Topic Discussions

The last field of the Metacard will include links to the appropriate chapters in the Defense Acquisition Guidebook (DAG) that relate to this item. At time the revised MDID was launched, the Defense Acquisition Guidebook online revisions were on hold pending higher-level reviews so only a place-holder field was added which will be updated once the DAG has been revised. In the future, this DAG Topics Discussions field may include links that allow the user to download templates, outlines, or samples related to the requirement documented in the Metacard.

METACARD CONTROLS

Below all the fields, on the very bottom edge of the MDID Metacard, is a menu of options.

Last Reviewed

In the bottom-left corner of the Metacard is a date. The date shows how recent the information in the Metacard is.

Print

To print the Metacard, select the Print option in the menu at the bottom of the Metacard. A window with a copy of the Metacard alone will open; and the print dialog box for the browser on the computer will open. Change any of the options in the dialog, and then select the Print button. To save a copy to your computer, select "Adobe PDF".

Feedback

The Feedback link at the bottom of every Metacard is similar to the Feedback button in the button bar at the top of the MDID page. They both let the user send comments or constructive criticisms, and to report errors in the information or bugs in the software, to DAU. Using the Metacard Feedback option helps the user provide feedback about the selected Metacard in particular.

To provide feedback, select the Feedback option in the menu at the bottom of the Metacard. The e-mail application for the computer will open with a new message pre-addressed and with a subject line listing the Metacard title. Enter any text in the body of the message, and then select the Send button.

METACARD FOR NON-LIFE-CYCLE REQUIREMENTS

If an item is required during a defense acquisition program but not during a standard life-cycle event, then that item has a Metacard that looks slightly different from the standard Metacard.

Figure 7 — Metacard for Non-life-cycle Requirements

The fields that appear the same on this type of Metacard include: Description/Definition, Notes, Source, and DAG Topic Discussions, and the controls at the top and bottom of the Metacard. However, the other fields are different…

When Required

The 'When Required' field lists when a statute or regulation requires the selected item, as the requirement may appear complex because the item is not required during a standard life-cycle event. This field is similar to the Notes field in a standard Metacard, and specifies the conditions or exceptions for the requirement of the item.

Reporting Procedure

The Reporting Procedure field is similar to the Approval Authority field in a standard Metacard: this field lists *whom* this item concerns. This field usually lists several titles of individuals or agencies. The order of the list indicates the order of the reporting procedure. The field may also list the conditions within which to report the item to the approving authority.

CHAPTER 3 — FILTERS

At the top of the right half of the page is a light blue box with a list of links, each beginning with the words, "Filter by…" Each link unrolls to show a suite of controls.

HOW TO — Open the roll-ups that contain the filter controls by selecting the title of the filter; collapse the selection by selecting the title of the filter again.
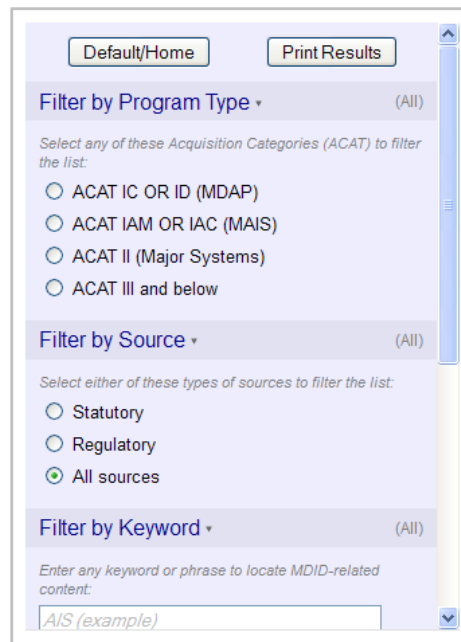

Figure 8 — Typical Filters

The controls are used for reducing the list in the left half of the page by removing all items that do not match the filter. The controls are usually a suite of radio buttons. More than one filter can be changed at a time.

NOTE — Controls selected in a filter remain selected even after the filter is rolled-up.

The purpose of the filters in the right half of the page is to allow the user to customize the list in the left half of the page to match an existing defense acquisition program. This makes the list easier to interpret by eliminating those items that are not required by the program. Depending on the filter applied, the number of items in the list may change, or some of the additional columns may change, or both.

For example, a user who happens to be involved in the final production of a weapons system may Filter by Program Type > ACAT IC/ID and Filter by Life-Cycle Events > MS C and FRP/FD. This will shorten the list to show only items required in an MDAP, and hide all black squares not in the last two event columns for "MS C" and "FRP/FD".

The filters may change depending on the list selected. For example, the list of *Recurring Reporting Requirements* and the list of *Exceptions, Waivers, and Alternative Reporting Requirements* cannot be filtered by life-cycle event.

The filters also change based on the filters already selected. For example, the suite of subcategory filters does not appear until an option is selected in the Filter by Program Type suite.

> **HOW TO —** "Save" the results of filter selection by using the browser to bookmark the page. Later, select that bookmark to re-open that list configuration without having to manually select the proper controls again.

RESET AND PRINT CONTROLS

At the top of the right half of the page are several buttons. The buttons are standard-looking, but they change in function from list-to-list. Some filters have a default state that none of the controls within the suite can restore: the Clear Page Filters resets the filters for the specific page you are on (e.g. Recurring Reporting Requirements). The Default/Home button resets to the default state of all the filters, and resets the filters to the homepage default filters (i.e. Milestone and Phase Information Requirements defaults).

For a description of the function and operation of the Print button, see Chapter 1.

FILTER BY PROGRAM TYPE

The Filter by Program Type suite is the first and best method of customizing the list to match an existing defense acquisition program.

Select any one of the exclusive radio button controls to filter the list by Program Type (Acquisition Category (ACAT)).

Figure 9 — Filter by Program Type

The default filters for Milestone and Phase Information Requirements are set at "ACAT III and below" for Program Type; "None" for Acquisition Sub-Category; "All Events" for Life-Cycle Event and "All sources" for Source.

Filter by Subcategory

By default, the "None" subcategory filter suite is selected. For some ACAT program types, some subcategory selections are made unavailable. An example would be when selecting ACAT IC or ID (MDAP) and "Urgent Needs" and "Defense Business Systems" are removed.

In the subcategory filter suite, selecting the "None" option deselects the other options and restores the list. However, selecting "None" in the subcategory filter does not reset the category filter. Select the Clear Page Filters (Reset) button to deselect the category filter.

Selecting the "Urgent Needs" option has an effect unlike any other filter: the entire list changes including the display of the additional columns.

FILTER BY LIFE-CYCLE EVENT

The default list of *Milestone and Phase Information Requirements* already includes information to discriminate which items in the list are required at each life-cycle event. For that reason, the options in this filter match the headers of the additional columns in that list.
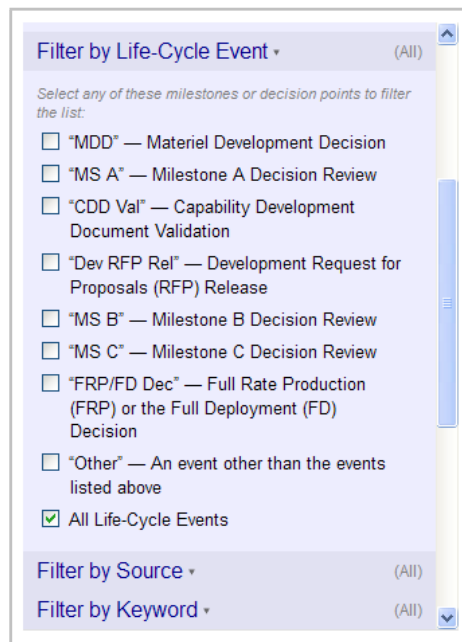

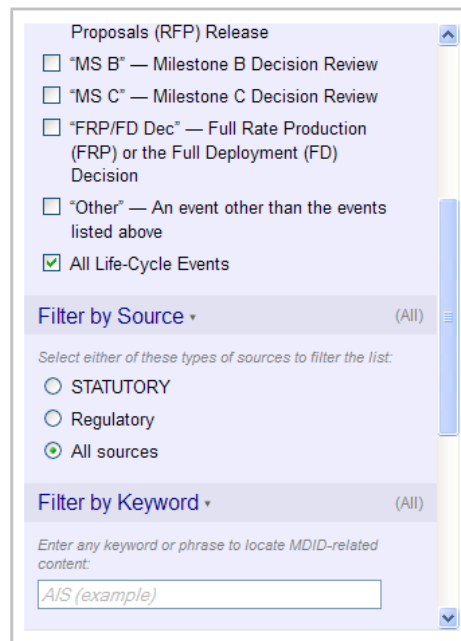**Figure 10 — Filter by Life-Cycle Event**

Notice that the options in the Life-Cycle Event filter are not radio buttons (exclusive), but are check boxes (inclusive): the user may select a combination of any options. As a result, the default selection (All Events) is also the control to reset this filter quickly.

An example of why and how to use this filter is: if the list is too long and the existing defense acquisition program is at or beyond a particular event, then select the remaining events in this filter to shorten the list.

FILTER BY SOURCE

Many items in a list may have the same source (especially items required by regulations); selecting the Filter by Source may help shorten the list.

The options in this filter match the grouping in the list of *Milestone and Phase Information Requirements*.

Figure 11 — Filter by Source and Filter by Keyword

The default selection (All sources) is also the control to reset this filter quickly.

FILTER BY KEYWORD

The Filter by Keyword function is useful for finding the occurrence of a keyword suspected to occur within the name or the Metacard for several items: entering the keyword here will shorten the list to just those items.

Although this filter may be used to find an item by keyword in the name, the Find function in the browser on the computer may function faster and will not change the list.