Department of the Navy

Exhibit 300 User-Preparation Guide
for
Select and Native
Programming Data
Input-Information Technology
(SNaP-IT)
Version 9.0
July 2010

Prepared By
Department of the Navy
Chief Information Officer (CIO)

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Summary of Changes (changes marked with a ⭐

I. Introduction. New information on OMB IT Dashboard

Part I

Section A – Overview

Question 8a	_ New requirement in investment description to address specific accomplishments expected for budget year and related benefits to mission and beneficiaries.
Question 8b	– Provide links relevant websites that provide additional information on the investment
Question 8c	– Evaluation of Cloud Computing
Question 8d	– Latest date Risk Register updated
Question 8e	– Date of Planned Quality Assurance Plan
Question 8f	– Links to relevant websites applicable to investment
Question 8g	– UPI of other investments with dependency on this investment
Question 8h	– Investment's dependency on successful completion of another investment.
Question 9b	– Provide the date of most recent or planned approved project charter.
Question 10b	– Function Owner contact information

Section B – Summary of Spending

Question 1	– Summary of Spending line changes. FTE Costs required for specific lines.
Question 2	– Number of years covered in PY-1
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Section C – Acquisition/Contract Strategy

Question 1	– Changes in the contracts table content. New columns added.
Question 3a	– Acquisition Plan Developed
Question 3b	– Acquisition Plan compliance with FAR Subpart 7.1
Question 3c	– Acquisition Plan approved via agency requirements.
Question 3d	– Acquisition Plan approval date.
Question 3e	– Acquisition Plan consistent with agency strategic sustainability?
Question 3f	– Acquisition Plan meet requirements of EO 13423 and 13514?
Question 3g	– No Acquisition Plan, provide brief explanation why.

Part II

Section A – General

General	– New questions added

Section B – Cost and Schedule Performance

Question II.B.1	– Cost and Schedule Performance table. New columns added. Two views presented (OMB A-11 and SNaP-IT View)
Question 2	– Explanation of Cost and Schedule variances.
Question 3	– Operational Analysis Date
Question 4	– Areas covered by Operational Analysis

Section C – Financial Management Systems

Question II.C.1   – Table of Financial Management Systems

Section D – Multi-Agency Collaboration Oversight

Question II.D.1 – Table Partners multi-agency collaboration
Question II.D.2 – E Gov't initiatives
Question II.D.3 – Table For IT investments, Partner Funding Strategies
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Preface …

As the Department of the Navy moves forward to meet the challenges of the 21ˢᵗ Century on our warfighting and support operations, the integration of Information Technology (IT) as part of these operational components is gaining greater emphasis. Meeting these challenges places increased responsibility on our project managers to ensure that the IM/IT investments selected are innovative, resourced, and delivered on-time to optimize Naval mission accomplishments. In today's environment, project managers are being required to provide more justification in support of these major IT investments via OMB's Capital Asset Plan and Business Case (i.e., Exhibit 300) and the Congressionally-mandated Selected Capital Investment Report (SCIR). OMB utilizes the Exhibits 300 to ensure that IT investments are in alignment with the agency and President's strategic goals; are cost effective and comply with agency policies on acquisition, security and architecture; and, are effectively managed to minimize the risk to the government. Congress uses the SCIR to ensure that our investments are cost effective and meeting milestone targets. The quality of information provided in these documents, as well as the overall progress of the projects, are critical factors in determining continued funding of the Department's IT investments

To assist project managers in completing the Exhibit 300 and SCIR reporting requirements, the DON CIO has updated the DON Exhibit 300 User Preparation Guide for SNaP-IT. The Guide provides guidance for completion of the business case and provides valuable insight to project managers regarding the quality of information required to obtain OMB budget approval.

The Guide is a "living" document, and will be updated periodically to reflect changes by Congress, OSD and OMB and to assist project managers throughout the DON in responding to higher authority reporting requirements. Any recommendations or suggestions for augmenting this guide are always welcome and may be directed to the Office of the DON Chief Information Officer (CIO).

Mr. Robert Carey
Department of the Navy
Chief Information Officer

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I. INTRODUCTION

PURPOSE

The purpose of the Guide is to provide DON program and project managers with a tool to improve the quality of the Exhibit 300, the "business case" supporting the Department's major IT investment.

BACKGROUND

OMB developed the Exhibit 300 to assess Agency compliance with:

- The Government Performance and Results Act (GPRA) of 1993, which establishes the foundation for budget decision-making to achieve strategic goals in order to meet agency mission objectives.
- The Federal Managers Financial Integrity Act of 1982, Chief Financial Officers Act of 1990 and Federal Financial Management Improvement Act of 1996, which require accountability of financial and program managers for financial results of actions taken, control over the Federal government's financial resources, and protection of Federal assets.
- The Federal Acquisition Streamlining Act of 1994, Title V (FASA V), which requires agencies to establish cost, schedule and measurable performance goals for all major acquisition programs, and achieve on average 90 percent of those goals.
- The Paperwork Reduction Act of 1995, which requires that agencies perform their information resource management activities in an efficient, effective and economical manner.
- The Clinger-Cohen Act of 1996, which requires agencies to use a disciplined capital planning and investment control process to acquire, use, maintain and dispose of information technology.
- The Federal Information Security Management Act (FISMA), which requires agencies to integrate IT security into their capital planning and enterprise architecture processes at the agency, conduct annual IT security reviews of all programs and systems, and report the results of those reviews to OMB.
- The E-government Act of 2002 (P.L. 107-347), which requires agencies to develop performance measures for implementing e-government. The Act also requires agencies to support government-wide e-government initiatives and to leverage cross-agency opportunities to further e-government.

The business case is an integral part of the Capital Planning and Investment Control (CPIC) Process. The Exhibit 300 provides a standard format for reporting critical aspects of the business case for each major IT investment. This information allows decision-makers to make prudent evaluations relative to costs and benefits of the IT investment when compared to other IT competing requirements.

EXHIBIT 300 REVIEW

OSD will review the Agency's Exhibits 300 for each major IT investment and provide comments of those areas that require corrective action.

For the fiscal year (FY) 2012 budget cycle, OSD will review Agency Exhibits 300 in four focus areas:

- Acquisition Strategy (AS)
  - Focuses on maximum use of competition; performance or incentive–based contractual vehicles to minimize or mitigate risk to the government. Information reported should constitute 80% of the contracts initiated for this investment.
- Cost, Schedule Performance (PB)
  - Focuses on the project tracking methodology employed and factors that were considered in formulating the life-cycle cost estimates (LCCE) and the steps that have been taken to risk-adjust those LCCE. Table must be complete for all the milestones applicable to this investment. Milestones should adequately describe what's to be accomplished.
- Performance Information (PI)
  - Focuses on performance goals and the establishment of effective performance metrics that are linked to Agency Strategic Goals and four measurements for the Prior Year (PY), Current Year (CY), Budget Year (BY), Budget Year+1 (BY+1) and Budget Year+2 (BY+2). For the Presidential Budget Submission the PY should reflect actual performance results.
- Project Management (PM)
  - Focuses on effective management of cost, schedule, performance, and risk, et al.

EXHIBIT 300 CONTENT

The Exhibit 300 is a series of questions and tables requiring responses from the project manager or reporting organization. For each question, the required information and references have been identified in the "Text Box" associated with that question. The guidance is intended to assist the project manager in developing a quality business case

EXHIBIT 300 FORMAT

The exhibit 300 is broken into four separate parts with questions that are tailored to the project stage selected in Part I, Section A, Question 6 (i.e., Planning, Acquisition, Operations and Maintenance, or Mixed Life Cycle). Part I must be completed for all investment regardless of the project stage selected.   The following outlines the Parts to be completed for each project stage:

Project Stage Selected	Parts to be Completed
Planning	I and II
Acquisition	I and II
Operations and Maintenance	I and III
Mixed Life Cycle	I and II
Multi-Agency Collaboration	I and IV

PART I – SUMMARY INFORMATION AND JUSTIFICATION (ALL CAPITAL ASSETS)

Section A: Overview
Section B: Summary of Funding (Budget Authority for Capital Assets)
Section C: Acquisition/Contract Strategy (All Capital Assets)

PART II – PLANNING, ACQUISITION AND PERFORMANCE INFORMATION

Section A: General

Section B: Cost and Schedule Performance
Section C: Financial Management Systems
Section D: Multi-Agency Collaboration Oversight (For Multi-Agency Collaborations only)
Section: Performance Information

PART III: SELECTED CAPITAL INVESTMENT REPORT (SCIR)

Section A: Cost and Schedule Performance

NEW INVESTMENTS

If you are reporting a new investment, i.e., proposed for BY or later, you must complete Part I and II. Investments in initial concept or planning phase will have less detail and defined specificity than investments moving into the acquisition or operational phase. However, these investments should identify in life-cycle documentation the dates these issues will be addressed as the investment matures. Where prototypes are acquired as part of the planning process, the prototypes must be reported as full acquisitions. All of the areas on the exhibit 300 must be part of an agency's planning, and exhibit 300 updated as soon as the information is known.

"RULES" FOR PREPARATION OF THE EXHIBIT 300

1. **Responses to Questions**
   a. There are limitations on the text size that can be used for certain questions. Short text is limited to 250 characters; Medium text is 500 characters; and Long Text is 2,500 characters. These counts include spaces between words.
   b. The format for reporting dollars is millions with three decimal places. For example, $2.534M.
   c. All questions must be completed except for those questions where multiple parts are interdependent on the answer to the previous question. Blank entries are not allowed except as indicated in this document.
   d. All Yes/No responses must be accompanied by further amplification if a text field is provided in SNaP-IT for narrative explanation.
   e. All information reported should be accurate, succinct and up-to-date.
   f. Provide references whenever possible.
   g. Do not include embedded files in your responses (e.g., excel spreadsheets).
   h. In responding to a question, do not refer to the response in another question of the Exhibit 300 as the answer.
   i. Repeating information from other sections is permitted.
   j. For National Security System (NSS), several of the questions in Part II of the Exhibit 300 may not apply. In these cases, indicate "Not Applicable for National Security System" and briefly explain why.
   k. This document is not to be used to request additional resources or to identify shortfalls.

2. **Formats**
   a. **Red** lettering in the text box indicates fixed DON responses that must be used in all Exhibit 300s.

   b. **Blue** lettering in the text box is intended to alert the preparer of specific actions that must be taken into consideration in completing the answer.

⭐ OMB IT DASHBOARD

OMB launched Federal IT Dashboard in June 30, 2009. The website can be found at: http://it.usaspending.gov. The IT Dashboard provides information regarding IT capital investments and resource data contained in federal agency's IT budget. The IT Dashboard provides Federal agencies and the public the ability to view details of all major Federal information technology investments online and to track their progress over time. The data on the IT Dashboard is updated both monthly (for actual data) and annually for updated budgetary data contained agency's Exhibit 53 and 300 Presidential budget submission.

OMB calculates a rating on cost and schedule based on the data reported in the Exhibit 300. OMB has changed how the scores are computed for cost and schedule. This revised calculation is explained in Appendix K. The new calculations utilized active milestones as well as completed to calculate the ratings. The new formulas utilized the planned complete percentages to calculate variances for active milestones.

PART I: SUMMARY INFORMATION AND JUSTIFICATION

COMPLETE SECTIONS A, B, C, AND D FOR ALL CAPITAL ASSETS (IT AND NON-IT)

SECTION A: OVERVIEW (ALL CAPITAL ASSETS)

1. **Date of Submission:**

   > This entry will be generated automatically by the SNaP-IT application.

2. **Agency:**

   > "007" is a fixed response which is a numeric code for "Department of Defense" and which is generated automatically by the SNaP-IT application.

3. **Bureau:**

   > "17" is a fixed response which is a numeric code for "Department of Navy" and which is generated automatically by the SNaP-IT application.

4. **Name of this Investment:**

   > The appropriate Investment Name will be pre-populated by the SNaP-IT application based on the Investment selected at outset of Exhibit 300 generation. The approved name as registered in SNaP-IT can be found in Appendix D.

5. **Unique Project (investment) Identifier: (For IT investments only, see section *53.9.* For all other, use agency ID system.)**

   > The appropriate Project Identifier number is automatically filled-in by the SNaP-IT application based on the investment selected at outset of Exhibit 300 generation.

6. **What kind of investment will this be in FY 2012?**
   Planning____ Full Acquisition____ Operations and Maintenance____ Mixed Life Cycle____ Multi-Agency Collaboration____ **Drop-Down Selection**

   (PLEASE NOTE: INVESTMENTS MOVING TO O&M IN FY 2011, WITH PLANNING/ACQUISITION ACTIVITIES PRIOR TO FY 2010 SHOULD NOT SELECT O&M. THESE INVESTMENTS SHOULD INDICATE THEIR CURRENT STATUS.)

   See directions below

Select the appropriate phase for this investment based on the current status of this investment as of the submission date. The project stage selected here must be consistent with the resources reported in the "Summary of Spending for Project Stages" table in part i, section B, Question B.1 below, as follows:

1. If the Current Year (CY) resources reported in the Summary Of Spending for Project Stages table reflect "Planning" only, you must select "Planning".

2. If the Current Year (CY) resources reported in the Summary Of Spending for Project Stages tables reflect "Acquisition" only or a combination of "Planning" and "Acquisition" only, you must select "Acquisition" above. Note: Investment appropriation funding only should be reflected under "Acquisition".

3. If the Current Year (CY) resources reported in the Summary Of Spending for Project Stages tables reflect "Operations and Maintenance" only, you must select "Operations and Maintenance".

4. If the Current Year resources reported in the Summary Of Spending for Project Stages tables reflect a combination of "Planning" or "Acquisition" and "Operations and Maintenance", you must select "Mixed Life Cycle".

5. If this investment has been identified as an E-Gov't Initiative or Line of Business (LOB) Oversight program select this category. If the investment qualifies as an LOB/E-Gov't and another category, e.g., E-Gov't and mixed Life Cycle, the E-Gov't category takes precedence over any other category. Follow the reporting requirements for LOB/E-Gov't outlined in Part IV.

7. **What was the first budget year this investment was submitted to OMB?**
   Drop-Down Selection

   Select from the drop-down menu the applicable budget year this investment was initially funded. This should be the project's initiation date.

⭐ **8. a Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap, specific accomplishments expected by the budget year and the related benefit to mission and the primary beneficiary (ies) of the investment:** **(Long text)**

> The investment description will be filled-in automatically from the PA&E SNaP-IT database based on information entered in the SNaP-IT Description" Data field. After opening up your investment from the SNaP-IT main screen, click on the "Description" link at the top to access the text field. **Be sure to address the requirements defined in the question, i.e., what gap or deficiency in part of in whole this investment closes, specific accomplishments expected by the budget year and related benefit to mission and beneficiaries** . Update your description and save the information.   Be sure to provide or update the short description filed for the investment, to include the purpose and functional area that the investment supports, and a summary of the benefits, i.e., productivity improvements, it delivers or is going to deliver.

⭐ **b. Provide any links to relevant websites that would be useful to gain additional information on the investment including links to GAO and IG reports.**

> If this investment is currently defined on a DON website, provide the website site's URL. Also, if there have been any audit reports (GAO, IG, etc.), identify the item and provide the website "url" for each. For each link provide the title of the content.

9.a Provide the date of the Agency's Executive/Investment Committee approval of this investment.   (Fixed data field)

> **This date field will be automatically generated by SNaP-IT**

⭐ **b. Provide the date of the most recent or planned approved project charter.**

> **Enter the date the project was chartered.**

10. Contact information of the Program/Project Manager?

    a. Project Manager Name:_____
       Phone Number:_____
       E-Mail:_____

> Provide the contact information of the program/project manager assigned to this investment.

⭐   **b. Business Function Owner Name (i.e., Executive Agent or Investment Owner):**_____
       Phone Number:_____
       Email:_____

> Provide the contact information of the Functional Manager responsible for this investment.

11. What project management qualifications does the Project Manager have? (Per FAC- P/PM: Drop-down Selection

    (1) Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
    (2) Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
    (3) Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
    (4) Project manager assigned but qualification status review has not yet started.
    (5) No project manager has yet been assigned to this investment.

> This response will be automaticlly populated based on the information entered in SNaP-IT in the Miscellaneous Data section. Using the qualifications described in Appendix B for Acquisition programs or Appendix C for non-Acquisition programs select the appropriate item that best aligns the PM's current qualifications with the investment Level selected in question 16 above. Only select the first item if the project level and PM qualifications equals or exceeds the project level, e.g., project level = 1 and PM's certification = level 1, 2 or 3. All investments should select either the first or second item listed above with the exception of the last condition, if there is currently no PM assigned. Ensure that the correct information for the PM level is entered into SNaP-IT.

Section B: Summary of Spending (All Capital Assets)

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be excluded from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The total estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report. (All Dollars will be reported in millions out to three decimal places, e.g., 1.300)

TABLE 1: SUMMARY OF SPENDING FOR PROJECT PHASES (REPORTED IN MILLIONS) ALL amounts represent Budget Authority (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY-1 & Spending Prior to 2008	**PY 2010**	**CY 2011**	**BY 2012**	**BY +1 2013**	**BY+2 2014**	**BY+3 2015**	**BY+4 2016 and beyond**	**TOTAL**
PLANNING									
ACQUISITION									
PLANNING & ACQUISITION GOVERNMENT FTE COST									
SUBTOTAL PLANNING & ACQUISITION									
OPERATIONS & MAINTENANCE									
DISPOSITION COSTS (OPTIONAL)									
OPERATIONS, MAINTENANCE, DISPOSITION, GOVERNMENT FTE COSTS									
SUB-TOTAL O&M AND DISPOSITION COSTS (SS):									
TOTAL (NOT INCLUDING FTE COSTS)									
TOTAL (INCLUDING FTE COSTS)									
NUMBER OF FTE REPRESENTED BY COST									

NOTE: 1. For the cross-agency investments, this table should include all funding (both managing partner and partner agencies).

2. Government FTE Costs should only be reported in those designated lines and should not be included as part of the TOTAL cost in any of the corresponding lines or the overall total costs.

SEE DIRECTIONS BELOW

This table is a summary table which will reflect the total life-cycle costs (LCC) for the Program/Project by project 'stage'. The SNaP-IT application will pre-populate the 'Budgetary Resources' rows in the 'FY PY' through 'FY BY+3' columns only for all stages based on the resources reported for the project in the IT-1 (i.e., as reported in DON IT Budget System NITE/STAR).

Project/program managers are responsible for inputting the following figures directly into the table: (All Dollars will be reported in millions out to three decimal places, e.g., 1.300)

(1) 'Budgetary Resources' for all stages in the 'FY PY-1 & Earlier' and 'FY BY+4 & Beyond' columns only. Note that since this table now reflects LCC, the 'FY BY+4 & Beyond' column must reflect estimated costs from FY BY+4 through program termination.

(2) 'Gov FTEs in all columns. FTEs (i.e., total military and civilian labor personnel) must be reported in this table for "FY PY-1 & Earlier" thru "FY BY+4 & Beyond" columns. Report costs in this table (and in all other tables) in millions, rounded to 2 decimal places.

See guidance in Question 6 concerning the relationship of the entries in this table. The SNaP-IT Exhibit 300 application will compute the figures in the 'Total' column based on the figures reflected in each of the FY columns.

Note: Ensure consistency of the figures provided here with the LCC reported in the Table at Question 1 Part II Section a or the table at Question 1 Part III Section b, as applicable.

2. **Insert the number of years covered in the column "PY-1 and earlier"_____**

Identify the number of years covered. (Numerical value, e.g., 15)

3. **Insert the number of years covered in the column "BY+4 and beyond"_____**

Identify the number of years covered. (Numerical value, e.g., 15)

4. If the summary of spending has changed from the FY 2011 President's budget request, briefly explain those changes. (Long text)

In the text box, provide an explanation of any change in FY 2011 resources from the previous President's budget to the FY 2011 resources in the current FY 2012 submission. If the change is solely based on price growth so indicate; otherwise discuss the programmatic changes causing the increase or decrease. There is no dollar threshold; however, the text field is limited so only discuss the major program changes. Do not refer to Program Decision Memoranda or Program Budget Decision as the source in your discussion.

SECTION C: ACQUISITION/CONTRACT STRATEGY (ALL CAPITAL ASSETS)

⭐ **1. Complete the table for all contracts and/or task orders in place or planned for this investment:**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Data Options	Contracting Agency ID	Contract/Task Order #	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID Required for IDVs	Solicitation ID	Status	Contract Status	Contract Effective Date	Contract End Date	Contract Value	Alternative Financing ESPC, UESC, EUL or N/A	EVM Required Y/N	Type of Contract/Task Order (In accordance with FAR Part 16)	Is the Contract Performance Based Acquisition ? (Y/N)	Extent Competed	Description of Acquisition

Complete the above table for all major contracts (i.e., $500k or higher) supporting this investment. Response should address at least 80% of contracts in use.

1. Data Options: Use this field to edit or delete existing contracts.
2. Contracting Agency ID: Required only if the contracting agency is different than the agency submitting the exhibit. Use the agency's 4 digit code as used in FPDS.
3. Contract/Task Order #. Enter the contract or task order number.
4. Procurement Instrument Identifier: List the contract number, e.g., N00062-91-R-1234-0001 (see DFAR 204.70)
5. Indefinite Delivery Vehicle Reference Number: Applicable to IDV
6. Solicitation ID: Number used to request a procurement proposal.
7. Status: Will be automatically updated to active once the contract is reported to OMB
8. Contract Status: Select (1) Awarded, (2) Pre-award Post-solicitation, or (3) Pre-award Pre-solicitation
9. Contract Effective Date: actual or expected "Start Date"
10. Contract End Date: Provide the expected contract end date.
11. Ultimate Contract Value: Total Value of the Contract including bas and all options. Report in millions using two decimal places. .
12. Alternative Financing: Select from ESPC, UESC, EUL, or N/A Federal energy financing mechanisms may be found at: http://www1.eere.energy.gov/femp/financing/mechanisms.html
13. EVM Required: Y/N Actual or Expected End Date: Self-explanatory
14. Type of Contract/Task Order: can be fixed price, costs, cost plus, incentive, IDV, time and materials, etc.
15. Is contract Performance Based: Indicate "Yes" or "No" if payment is tied to performance.
16. Extent Competed: A) Full and open competition (B) Not available for competition (C) Not competed (D) Full and open competition after exclusion of sources (E) Follow-on to competed action (F) Competed under simplified acquisition procedures (G) Not competed under simplified acquisition procedures (CDO) Competitive Delivery Order (NDO) Non-competitive Delivery Order.
17. Description of Acquisition. Provide brief description of the product or services expected to be delivered under the contract.

Note: OMB will be comparing contract numbers cited in the Exhibit 300 with data entered into the USA Spending database. Ensure that awarded contract numbers here have been entered into the website http://www.usaspending.gov/ and all Solicitation IDs entries match with FedBizOpps at www.fbo.gov. Check with your Contracting Officer to validate.

2. IF EARNED VALUE IS NOT REQUIRED OR WILL NOT BE A CONTRACT REQUIREMENT FOR ANY OF THE CONTRACTS OR TASK ORDERS ABOVE, EXPLAIN WHY: (LONG TEXT)

> FOR THOSE CONTRACTS THAT ARE NOT REQUIRED TO USE EVM, INDICATE THAT DoD ACQUISITION POLICY DOES NOT REQUIRE THE USE EVM FOR CONTRACTS THAT ARE BELOW THE DoD MANDATED DOLLAR THRESHOLD. SEE PARAGRAPH 2-2.b. "GOVERNMENT COMPONENT THRESHOLDS" OF THE DoD EARNED VALUE MANAGEMENT GUIDE AT: HTTP://GUIDEBOOK.DCMA.MIL/79/EVMIG.DOC. START YOUR RESPONSE WITH "IN ACCORDANCE WITH DoD GUIDANCE MEMO DATED 7 MAR 2005...." THEN CONTINUE THE NARRATIVE WITH HOW COSTS, SCHEDULE AND PERFORMACE ARE MANAGED.

⭐ **3. a   Has an Acquisition Plan been Developed? Yes____ No____**
Drop-down Selection

> Indicate "Yes" if there is an approved Acquisition Plan. Otherwise select "No".

⭐ **b. Does the Acquisition Plan reflect requirements of FAR Subpart 7.1?**
Yes____ No____ Drop-down Selection

> Indicate Yes or No as appropriate.

⭐ **c. Was the Acquisition Plan approved in accordance with agency requirements?**
Yes____ No____ Drop-down Selection

> Indicate Yes or No as appropriate.

⭐ **d. If "Yes", enter approval date.**

> Indicate the date that the Acquisition plan was approved.

⭐ **e. Is the Acquisition Plan consistent with your agency Strategic Sustainability Performance Plan? Yes____ No____ Drop-down Selection**

> Indicate Yes or No as appropriate.

⭐ **f. Does the Acquisition Plan meet the requirements of EO 13423 and 13514?**
Yes____   No____

> Indicate Yes or No as appropriate.

⭐ **g. If an Acquisition Plan has not been develop, provide a brief explanation.**

> Provide an explanation why an Acquisition Plan has not been developed. If the plan is under development indicate so and provide and estimated completion date.

NOTE: Important

OMB has also added an input validation rule for acquisition data which will check submitted Procurement Instrument Identifier (PIID) or Indefinite Delivery Vehicle (IDV) reference ID against USASpending data to validate the accuracy of the information. Any contract submitted on the Exhibit 300 that has not been updated to USASpending will be rejected. It is imperative that your organization ensure all contract information being submitted in the FY2012 BES submission has been input to USASpending prior to the September submission.

PART II: PLANNING, ACQUISITION AND PERFORMANCE INFORMATION

Part II should be completed *only* for investments identified as "Planning" or "Full Acquisition", or "Mixed Life-Cycle" investments in response to Question 6 in Part I, Section A above.

⭐ SECTION A: GENERAL

1.a. Confirm that the IT Program/Project manager has the following competencies: configuration management, data management, information management, information resources strategy and planning, information systems/network security, IT architecture, IT performance assessment, infrastructure design, systems integration, systems life cycle, technology awareness, and capital planning and investment control.
Yes_____ No_____

Self explanatory

b. If not, confirm that the PM has a development plan to achieve competencies either by direct experience or education. Yes_____ No_____

Self explanatory

2. Describe the progress of evaluating cloud computing alternatives for service delivery to support this investment.

Discuss whether or not cloud computing has been evaluated for your investment.

3. Provide the date of the most recent or planned Quality Assurance Plan _____(MM/DD/YYYY)

Provide the date of your latest Quality Assurance Plan. If one does not exist discuss your plan to develop one.

4.a. Provide the UPI of all other investments that have a significant dependency on the successful implementation of this investment. (Comma delimited)

> If there are other investments that interface with this system, identify them and their UPI number.

b. If this investment is significantly dependent on the successful implementation of another investment(s), please provide the UPI(s). (Comma delimited)

> If this investment is dependent on the successful implementation of another investment(s), identify them and their UPI number.

5. An Alternatives Analysis must be conducted for all Major Investments with Planning and Acquisition (DME) activities and evaluate the costs and benefits of at least three alternatives and the status quo. The details of the analysis must be available to OMB upon request. Provide the date of the most recent or planned alternatives analysis for this investment. _____(MM/DD/YYYY)

> Provide the latest date of your Alternatives Analysis.

6. Risks must be actively managed throughout the lifecycle of the investment. The Risk Management Plan and risk register must be available to OMB upon request. Provide the date that the risk register was last updated. _____(MM/DD/YYYY)

> Provide the latest date of your Risk Register was updated.

SECTION B - COST AND SCHEDULE PERFORMANCE

1. Complete the following table on activities used to measure cost and schedule performance, representing only one level of the work breakdown structure. The activities represented in the table should be a natural derivative of the schedule maintained in the agency performance management system. Activity descriptions should follow a format including a description of the work performed and the product achieved. This should generally show Level 3 of the Work Breakdown Structure. Agencies should avoid reporting activities at a level where they span more than one fiscal year. Key activities should be apparent including planning, development iterations, deployment and decommission. For Operations and Maintenance work, provide activities used to track cost and schedule performance in the same format used for development activities in this same table. The percentages complete should relate to the value of the work planned and actually completed. The Planned and actual total costs should be stated in $ Millions. All dollars must be shown in three decimal points, e.g., 999.999.

Note that the 'Description of Milestone' and 'Percent Completed'—both Planned and Actual—fields are required.

OMB A-11 VIEW

			Total Cost		Baseline (mm/dd/yyyy)				Percentages Complete	
Table II.B.1 Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline										
Description of Activity	**DME Or SS**	**Agency EA Transition Plan Milestone Identifier (optional)**	**Planned Cost ($M)**	**Actual Cost ($M)**	**Planned Start Date**	**Actual Start Date**	**Planned Completion Date**	**Actual Completion Date**	**Planned Percent Complete**	**Actual Percent Complete**
(Short Text)			**$ Cost**	**$ Cost**	**Date**	**Date**	**Date**	**Date**	**0-100%**	**0-100%**

SEE DIRECTIONS BELOW

Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline (See note below for Joint Program). Complete each column as follows: (Note: All data fields must be completed)

<u>Description of Milestone:</u>   List all activities to be performed from Planning thru sustainment for the "Current" approved baseline. Provide sufficient detail of each activity to reflect what's being accomplished with the costs and schedule indicated for each activity.   For example, Pre-milestone A activity - "Concept Development": includes conducting Market Research and development of the Initial Capabilities Document, AoA Plan, and the initial Program Life-cycle Cost Estimate.

<u>DME or SS:</u> Identify whether task involves development, modernization or enhancement by selecting DME. For the task identified as "Sustainment" select "SS"

<u>Agency Transition Plan Milestone Identifier:</u> This data field is optional.

<u>Total Cost Columns:</u>
   (1) Planned Cost: Provide the Planned Cost for each milestone based on the acquisition documentation. The Total costs of all milestones should equal the total Life-cycle costs for the program.
   (2) Actual Costs: For each milestone underway provide the actual costs incurred to date.

<u>Baseline Columns:</u>
   (1) Planned Start Date: Report the planned start date for each activity listed.
   (2) Actual Start Date: Report the actual start date for each activity listed.
   (3) Planned Completion Date: Provide the Planned Completion Date for each activity listed.
   (4) Actual Completion Date: Provide the actual completion date for each activity completed.

 <u>Percentages Complete:</u>

  (1) Planned Percent Complete: Provide the planned percent complete
  (2) Actual Percent Complete: Provide the actual percent completed.

Note: (1) OMB requires that the "Percentages Complete "columns be based on the Earned Value Management calculations. The "Planned Percent Complete" should be based on the estimated planned budgeted cost of work performed to date versus the total budgeted cost of work planned for each activity. For example, the total planned costs for an activity is $120K which covers 12 months. Based on a straight-line projection each month equals $10K. If Budgeted Cost of Work Scheduled is $60K, then the "Planned Percent Complete" would be 50% ($60K/$120K). The "Actual Percent Complete" should be based on the actual costs of work performed to date versus the planned budgeted costs of work scheduled for each activity. Using the example cited above, if the actual costs of work performed to date is $15K then the Actual Percent Complete would be 25% ($15K (actual costs)/$60K the budgeted cost of work scheduled).

      (2) Ensure that dates are accurate.

      (2) Joint IT/NSS programs must factor in the costs and schedule of all participating components (e.g., Army, Air Force, and Defense agencies).

⭐ **SNaP-IT VIEW**

COST AND SCHEDULE PERFORMANCE TABLE

◉ Show Planning Data Fields   ◯ Show PB11 Data Only   ◯ Show FY11PB And Planning

Re-baseline   **Add Milestone**   **Print Milestone Report**

Data Options	Milestone Id	DME Or SS	Status	Description	Planned Costs ($M)	Actual Costs ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned % Complete	Actual % Complete	Last Update
OMB Complete	0001-1000												
edit	0002-2000												
edit	0003-3000												

The above table provides the view contained in SNaP-IT. ASD(NII) has incorporated three radio buttons to allow separation of data that will entered for the FY 2012 budget versus data that will entered to accomplish the required monthly update to the OMB IT Dashboard. The third button will provide a display of both the FY 2012 budget data and the FY 2011 President's budget for comparison purposes.

The following provides description of the new data fields added to this table:

Data Options: OMB Complete, Edit. If the field is marked "OMB Complete", it cannot be changed. To initiate a change, submit an email via DON CIO to OSD requesting authority to make the appropriate change. Use the edit link to update data fields.

DME/SS: For each activity listed, identify whether the resources are for Development, Modernization, Enhancement (DME) or Current Services (SS).

Status: There are three categories, i.e., "Active", "Deactivated" (milestones to be deleted) or "Planning Only" (applicable to new milestones).

Note: Below are SNaP-IT screen shots for each of the radio buttons noted above.

The above illustrates the screen that will be used for entering the FY 2012 Budget data. This screen will reflect all the milestones previously reported in the FY 2011 President's budget. The OMB Status for these milesto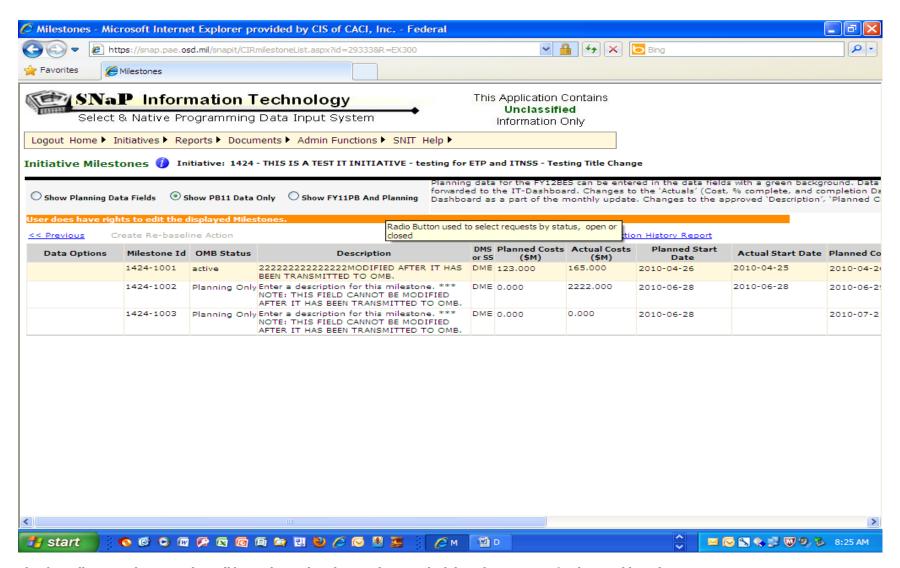nes will be shown as "Active". The data fields highlighted in "green" can be updated for the FY 2012 budget. Adding new milestones will automatically be labeled as "Planning Only" in the OMB Status column. These will not become active until the information is sent to the OMB dashboard in conjunction with the FY 2012 President' submission. Deleting milestones will require selecting "Deactivation" from the OMB Status drop-down. These deactivations will not be accomplished until the FY 2012 President' budget. However, deactivation of milestones can be implemented via the rebaseline process under the monthly reporting against the FY 2011 PB OMB Dashboard data (see screen below)

The above illustrates the screen that will be used to update the actual costs, schedule and percentages for the monthly updates to the OMB IT Dashboard. This screen will only show those milestones that were reported in the FY 2011 President's budget. As noted in the previous screen, active milestones on this screen may be marked for deactivation as part of the "rebaselining" process.

SNaP Information Technology
Select & Native Programming Data Input System

This Application Contains
Unclassified
Information Only

Logout Home ▶ Initiatives ▶ Reports ▶ Documents ▶ Admin Functions ▶ SNIT Help ▶

Initiative Milestones ℹ Initiative: 1424 - THIS IS A TEST IT INITIATIVE - testing for ETP and ITNSS - Testing Title Change

○ Show Planning Data Fields   ○ Show PB11 Data Only   ● Show FY11PB And Planning

Planning data for the FY12BES can be entered in the data fields with a green background. Data
forwarded to the IT-Dashboard. Changes to the 'Actuals' (Cost, % complete, and completion Da
Dashboard as a part of the monthly update. Changes to the approved 'Description', 'Planned C

User does have rights to edit the displayed Milestones.

<< Previous   Create Re-baseline Action   Print Milestone Report   Action History Report

Data Options	Milestone Id	OMB Status	Description	DMS or SS	Planned Costs ($M)	Actual Costs ($M)	Planned Start Date	Actual Start Date	Planned Co
	1424-1001	active active	222222222222222MODIFIED AFTER IT HAS BEEN TRANSMITTED TO OMB.	DME	123.000 0.000	165.000	2010-04-26 2010-04-20	2010-04-25	2010-04-2(2010-04-2(
	1424-1002	Planning Only Planning Only	Enter a description for this milestone. *** NOTE: THIS FIELD CANNOT BE MODIFIED AFTER IT HAS BEEN TRANSMITTED TO OMB.	DME	0.000 1111.000	2222.000	2010-06-28 2010-06-28	2010-06-28	2010-06-2! 2010-06-2!
	1424-1003	Planning Only Planning Only	Enter a description for this milestone. *** NOTE: THIS FIELD CANNOT BE MODIFIED AFTER IT HAS BEEN TRANSMITTED TO OMB.	DME	0.000 0.000	0.000	2010-06-28 2010-06-28		2010-07-2 2010-07-2

start   🔴🟢🔵⚪🟠🔵🟢🔴🟢🔵🟡🔵🔴🟢🔵🟡🔴   M   D   8:26 AM

The above screen will show of the FY2012 budget against the FY 2011 milestone data to allow comparison.

⭐ **2. If any of the cost or schedule performance variances are not within 10 percent of the current baseline, provide a complete analysis of the reasons for the variance, corrective actions to be taken, and the most likely estimate at completion.**

> For each task listed in Table II.A.1 - If the cost or schedule variance is greater than +/- 10%, provide a full explanation as to the cause and the corrective actions planned or taken to rectify the variance. Also, include a new estimate at completion

⭐ **3. For mixed lifecycle or operations and maintenance investments an Operational Analysis must be performed annually. Operational analysis may identify the need to redesign or modify an asset by identifying previously undetected faults in design, construction, or installation/integration, highlighting whether actual operation and maintenance costs vary significantly from budgeted costs, or documenting that the asset is failing to meet program requirements. The details of the analysis must be available to OMB upon request.**

Insert the date of the most recent or planned operational analysis. _____ (MM/DD/YYYY)

> For Mixed Lifecycle and Steady State investments <u>only</u>.
>
> Provide the date when the operational analysis was completed or is planned. For Business Systems used the date the program was certified or approved under the DON's Defense System Certification Annual Review.

⭐ **4. Did the Operational analysis cover all 4 areas of analysis: Customer Results, Strategic and Business Results, Financial Performance, and Innovation? Yes_____ No_____**

> Self explanatory

⭐ SECTION C: FINANCIAL MANAGEMENT SYSTEMS

If this investment funds one or more financial systems, please list each system and complete the table. These systems should also have been reported in the most recent Financial Management Systems Inventory (FMSI). "Type of financial system" should be one of the following per OMB Circular A-127: core financial system, procurement system, loan system, grant system, payroll system, budget formulation system, billing system, or travel system. Budget Year (BY) funding should include both contract and government costs requested for the Budget Year via this investment.

TABLE II.B.1: FINANCIAL MANAGEMENT SYSTEMS

TABLE II.C.1: FINANCIAL MANAGEMENT SYSTEMS			
SYSTEM NAME	**SYSTEM ACRONYM**	**TYPE OF FINANCIAL SYSTEM**	**BY FUNDING**

Complete the above table if your investment is a financial system based on the type identified per OMB A-127.

⭐ Section D: Multi-Agency Collaboration Oversight (For Multi-Agency Collaborations Only)
NOT Required for DON IT investments

Multi-agency collaborations, such as, E-Gov and LoB initiatives, should develop a joint exhibit 300. Partner agencies that provide contributions to a multi-agency collaboration do not complete Section C.

TABLE II.D.1 CUSTOMER TABLE	
CUSTOMER AGENCY	**JOINT EXHIBIT APPROVAL DATE**
(AGENCY CODE)	(DATE)

As a joint exhibit 300, please identify the agency stakeholders (all participating agencies, this should not be limited to agencies with financial commitment). All agency stakeholders should be listed regardless of approval. If the partner agency has approved this joint exhibit 300 please provide the date of approval

Only managing partners of Legacy E-Gov initiatives should complete the "Shared Services Provider" Table.

TABLE II.C.2 SHARED SERVICE PROVIDERS		
SHARED SERVICE PROVIDER (AGENCY)	**SHARED SERVICE ASSET TITLE**	**SHARED SERVICE PROVIDER EXHIBIT 53 UPI (BY**
	(SHORT TEXT)	(XXX-XX-XX-XX-XX-XXXX-XX)

Only Managing Partners of legacy E-Gov initiatives should complete this table.

TABLE II.D.3 FOR IT INVESTMENTS, PARTNER FUNDING STRATEGIES ($MILLIONS)							
PARTNER AGENCY	**PARTNER EXHIBIT 53 UPI (BY 2012)**	**CY MONETARY CONTRIBUTION**	**CY "IN-KIND" CONTRIBUTION**	**CY FEE-FOR-SERVICE**	**BY MONETARY CONTRIBUTION**	**BY "IN-KIND" CONTRIBUTION**	**BY FEE-FOR-SERVICE**

Please indicate partner contribution amounts (in-kind contributions should also be included in this amount) and fee-for-service amounts. (Partner Agency Asset UPIs should also appear on the Partner Agency's exhibit 53. All fee-for-service reimbursements for Shared Service Providers should be included in this table. For non-IT fee-for-service amounts the Partner exhibit 53 UPI can be left blank) (IT migration investments should not be included in this table).

Does this investment replace any legacy systems investments for either the Managing Partner or partner agencies? Disposition costs for the Managing partner (costs of retirement of legacy systems) may be included as a category in, Summary of Funding, or in separate investments, classified as major or non-major. For legacy system investments being replaced by this investment, include the following data on these legacy investments.

TABLE II.D.4 LEGACY SYSTEMS BEING REPLACED		
NAME OF LEGACY INVESTMENT OF SYSTEMS	CURRENT UPI	DATE OF SYSTEM RETIREMENT

SECTION E: PERFORMANCE INFORMATION

⭐ **II. D.1 PERFORMANCE Metric Attributes**

Complete a separate Performance Metric Attribute table for each of the fiscal years listed in Table 1.E1a.b below

Fiscal Year	Agency Measurement Identifier	Measurement Area	Measurement Grouping	Measurement Indicator	Reporting Frequency	Unit Of Measure	Performance Measure Direction	Baseline	Year Baseline Established	Measure Status	Reason Deactivated	Target	Actual Results	Target Met or Not Met	Date Actuals Last Updated
	SHORT TEXT	DROP-DOWN	DROP-DOWN	SHORT TEXT	SHORT TEXT		SHORT TEXT	SHORT TEXT							
		Mission & Business Results													
		Customer Results													
		Processes & Activities													
		Technology													

SEE GUIDANCE BELOW FOR COMPLETING TABLE II.D.1

Guidance for Table II.E.1

Note:
OMB requires that performance data be provided for FY 200x thru FY 2013.

Because of the relationship between the FEA Business Reference Model (BRM) primary Line of Business (LOB) and the Measurement Grouping for the 'Mission and Business Results' Measurement Area of Table 2, the primary LOB must be shown under the Measurement Grouping column for the 'Mission and Business Results' Measurement Area. Appendix G (i.e., the FEA Performance Reference Model (PRM)) identifies the Measurement Grouping choices for each of the Measurement Areas are reflected on Table 2.

The FEA PRM is a standardized framework to measure the performance of major IT investments and their contribution to program performance. The PRM has three main purposes: Help produce enhanced performance information to improve strategic and daily decision-making; improve the alignment of and better articulate the contribution of inputs to outputs and outcomes, thereby creating a clear "line of sight" to desired results; and identify performance improvement opportunities that span traditional organizational structures and boundaries.

There are 4 Measurement Areas in the PRM as shown in the above table and Appendix G. For each fiscal year listed in table 1.D.1.b (PY, CY, BY, BY+1, BY+2), OMB requires the identification of 1 Measurement Grouping and 1 Measurement Indicator for each of the 4 Measurement Areas. Measurement Categories for the Measurement Areas in the PRM should be selected from the choices in Appendix G. In addition, as discussed above, the Measurement Grouping for the 'Mission & Business Results' Measurement Area should also be consistent with the Mission Category defined in Appendix G. Measurement Indicators are not specified in the PRM or in Appendix G because they are project-specific. Management Indicators should be the verbal expression of what is being measured.

New data fields:

1. Agency Measurement Identifier: Assigned by SNaP-IT. Do not enter any information.

2. Reporting Frequency: Identify whether the data captured is accomplished monthly, quarterly, semi-annually or annually.

3. Unit of Measure: Should describe the denomination being counted (e.g., hours of processing time, inquiries received from stakeholders)

4. Performance Measure Direction: Indicate whether performance is expected to increase or decrease.

5. Baseline: Indicate the initial baseline of the performance data that is being measured.

6. Year Baseline Established: Self explanatory

7. Measure Status: Active or Deactivated

8. Reason for Deactivation: Indicate reason for deactivation.

9. Target: Formerly the planned.

10 Actual Results: Self explanatory

11. Target Met or Not Met: Self explanatory

8. Date Actuals Last Updated: Self explanatory

The FEA PRM also may be found at: http://www.whitehouse.gov/omb/e-gov/fea/

⭐ II. D.2 Performance Metric Targets and Results

Agency Measurement Identifier				
Fiscal Year	**Target**	**Actual Results**	**Target "Met" or "Not Met"**	**Date Actuals Last Updated**
	SHORT TEXT	**DROP-DOWN**	**DROP-DOWN**	**SHORT TEXT**
200x				
2010				
2011				
2012				
2013				

The Target and Actual Results entries must be expressed in quantified terms s (i.e., numbers, percentages, etc.). Because actual results will not be available for the budget year (BY) or for BY+1 and BY+2, type the following in the Actual Results column for the BY and BY+1 entries: **"Actual Results not yet available"**. However for the PY, the actual results must be shown in the 200x entry and the FY 2010 entry for the Presidential submission.

For the OSD BES, report any partial results that may be available. If investment is still in development/testing and there is no operational portion report **"Actual Results not yet available" investment is still in development.**

Target Met or Not Met: Select from the drop down.

Date Actuals last updated: This will be auto-filled.

PART III – SELECTED CAPITAL INVESTMENT REPORT (SCIR)

1. Initiative Number:

> The initiative number will be filled-in automatically from the PA&E SNaP-IT databse.

2. Name of Project:

> The Investment Name will be filled-in automatically from the PA&E SNaP-IT database.

3. Category:

> This data filed will be automatically completed by SNaP-IT as to whether the program is an IT or NSS.

4. Acronym:

> The acronym will be filled-in automatically from the PA&E SNaP-IT database.

5. Acquisition Category:

> The acqusition category will be filled-in automatically from the PA&E SNaP-IT database.

6. Type of Initiative:

> The initiative type will be filled-in automatically from the PA&E SNaP-IT database.

7. Program Activity:

> The program activity will be filled-in automatically from the PA&E SNaP-IT database.

8. Lead Agent:

> The Lead Agent will be filled-in automatically from the PA&E SNaP-IT database.

9. **Project initiation Date:**

> The Project Initiation Date will be filled-in automatically from the PA&E SNaP-IT database based on information entered for the exhibit 300 CIR.

10. **Project Completion Date**

> The Project Completion Date will be filled-in automatically from the PA&E SNaP-IT database based on information entered for the exhibit 300 CIR.

11. **GIG Architecture Category:**

> The GIG Architecture category will be filled-in automatically from the PA&E SNaP-IT database.

12. **Provide a brief summary description for this investment, including a brief description of how this closes, in part or whole, an identified agency performance gap.**

> The investment description will be filled-in automatically from the PA&E SNaP-IT database based on information entered in the SNaP-IT "Description" Data field.

13. **Describe the investments status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.**

> Describe where this investment is in the CPIC process. If the program/initiative is in:
>
> (1) "Planning (only)" indicate that the investment is currently in the "Analysis" phase of the CPIC process.
>
> (2) "Acquisition" or Mixed-Life-cycle" - indicate that the investment is currently in the "Control" phase of the CPIC process.
>
> (3) "Operations and Maintenance" (only) indicate that the investement is in the "Evaluation Phase of the CPIC process.
>
> Note: For each phase indicated above, provide additional information on what actions are being performed for the program/initiative in that phase. For example, if the investment is in "planning" discuss actions, such as, "Business Case" development, "Market Research", etc. If it's in "Acquisition or Mixed Life-cycle" indicate actions such as, deveopment, testing, procurement for the Dev/Mod efforts. If it's in "O&M" indcate that it's in "Steady-State", deployed at XX locations, and that an "Operational Analysis" will be conducted on MM/YYYY.

14. **Resources (Dollars in Thousands):**

> The program activity will be filled-in automatically from the PA&E SNaP-IT database based on information entered for the exhibit 300 CIR.

15. **Program Change Summary (Dollars in Millions):**

> This table will have been pre-populated with data from the SNaP-IT database. Therefore, no data input is required. The table compares the Current Year (CY) and Budget Year (BY) (i.e., FY 2010 to FY 2011) from the current submission and BY+1 from the Previous President's Budget to BY of the current submission (i.e., FY 2012 to FY 2012). Provide justification/explanation for increases or decreases in response to Question 16 below.

16. **Explain funding changes between the FY 2010 President's Budget Position for FY 2011 and the FY 2011 President's Budget Position for FY 2011 (vertical change).**

> This information will be automatically pulled from the SNaP-IT database.
>
> Note: Ensure that the justification information has been updated in SNaP-IT. This information can be found by clicking on the "Misc. Data (justifications) link after opening up the program from the initiatives list. When updating your justification, Identify programmatic changes separately from FY 2011 price growth. Provide sufficient detailed justification for the change reported.

17. **Explain funding changes between the FY 2010 and FY 2011 columns of the FY 2011 President's Budget Position for FY 2011 (Horizontal change).**

> This information will be automatically pulled from the SNaP-IT database.
>
> Note: Ensure that the justification information has been updated in SNaP-IT. This information can be found by clicking on the "Misc. Data (justifications) link after opening up the program from the initiatives list. When updating your justification, identify programmatic changes separately from FY 2012 price growth.

18. **Program Accomplishments, Prior Year (PY), Current Year (CY) and Plans (BY & BY+1)**

Fiscal Year	Planned/Achieved	Description
2009 (PY)		
2010 (CY)		
2011 (BY)		
2012 (BY+1)		

> Describe in the table provided, the program accomplishments for each of the following FYs:
> PY – Explain in detail what was accomplished with the resources expended for FY 2009.
> CY – Explain in detail what will be accomplished with the resources budgeted for FY 2010.
> BY & BY +1 – Explain in detail what is planned to be accomplished for the resources budgeted for FY 2011 and FY 2012.

19. **Management Oversight (organization, location, city, state):**

      A   **Functional**
      B   **Component**
      C   **Acquisition**
      D   **Program Management**

> For the following oversight areas:
>
> (1) Functional. Enter the applicable DON Functional Area Manager (FAM) and the Business management Modernization Program (BMMP) manager (if known). Include organization, location, city and state for each.
>
> (2) Component. For acquisition programs, specify the Milestone Decision Authority (MDA). For non-acquisition programs, enter the Budget Submitting Office Command title. Include organization, location, city and state.
>
> (3) Acquisition. For acquisition programs, specify the Milestone Decision Authority (MDA). For non-acquisition programs, enter "Not Applicable". Ensure that this answer is consistent with the response selected below for "Acquisition Category". Include organization, location, city and state.
>
> (4) Program Management. Enter organization, location, city and state

20. Contract Information:

Provide the contractor name, city, state and supported function <u>for each contract</u>.

21. Joint Initiatives:

Enter "N/A" unless this is a Joint program. If joint, list initiative numbers and titles.

22. Milestones/Schedules (Dollars in Millions):

Comparison of Initial and Current Baseline						
Description of Major Milestone	Initial Baseline Planned Completion Date	Initial Baseline Planned Total Cost	Current Baseline Planned/ Actual Completion Date	Current Baseline Planned / Actual Total Cost	Variance (Actual – Initial Planned Cost)	% Complete

See Directions below.

Entries in this table must be consistent with the information reported in table at Part II, section A, Question 1 of the Exhibit 300.

Use the above table to report both the "Initial and Current Baselines". Complete each column as follows: (Note: if the investment is identified as "Planning", "Full Acquisition", or "Mixed Life-Cycle", the data will be automatically populated based on the information in the Exhibit 300, Part II, Section C, Question 4.

For investments identified as "Operations and Maintenance" will need to MANUALLY COMPLETE the SCIR Milestones/Schedule table, there will be no mapping. For these investments, make changes to the SCIR Milestones/Schedule within the SCIR.

Description of Milestone: Shows all milestones from Planning thru FOC for both the "Initial" and "Current" baselines.

Initial Baseline Columns:

(1) Planned Completion Date: Shows the Planned Completion Date for each milestone based on the initial acqusition documentation.

(2) Total Costs Estimated: Shows the initial estimated costs For each milestone.

Current Baseline Columns:

(1) Completion Date Planned/Actual: Shows the planned and actual (as applicable) completion date for each milestone listed. All milestones reflecting a 100% completion in the % completion column must show a completion date.

(2) Total Costs Planned/Actual: Shows the planned and actual costs (as applicable) for each milestone listed. The total costs of all milestones must equal the total LCC resources reported in the "Summary of Spending Table" in Part 1 Section B.

Current Baseline Variance Columns:

(1) Schedule: Shows the variance (i.e., #days) between the planned and actual for those milestones completed or in process. Shows zero for those milestones that have not been initiated.

(2) Costs: Shows the variance (i.e., cost in $M) between the planned and actual for those milestones completed or in process. Shows zero for those milestones that have not been initiated.

Percent Complete: If a milestone is complete, indicate 100. Otherwise show the percentage completed to date, (e.g., 58%). The percent completed for those milestones in process can be calculated by dividing the actual costs by he planned. (For Steady-State investments this column must be manually updated)

Note: This table will be blank for new start projects reported for the first time in the budget year.

23. Who are the customers for this investment?

Enter the customers that are or will use this investment.

24. Who are the stakeholders for this investment?

> Identify all the stakeholders for this investment (e.g., Resource & Program Sponsor, functional community, etc.).

25. Describe what you will use the budget year funds to accomplish

> Describe the planned accomplishments to be achieved with the resources budgeted in the BY and BY+1.

26. Describe what you will use the budget out year funds to accomplish.

> Describe the planned accomplishments to be achieved with the resources budgeted in the BY+1 thru BY+5

Appendix A

DoD Acquisition Workforce Certification-Program Manger

LEVEL	EDUCATION	EXPERIENCE	TRAINING
I	(D) BA/BS DEGREE, PREFERABLY WITH A MAJOR IN ENGINEERING, SYSTEMS MANAGEMENT, OR BUSINESS ADMINISTRATION	(M) 1 YEAR OF ACQUISITION EXPERIENCE	(M) ACQ 101 (D) ACQ 201 A&B (D) ONE DAU LEVEL 100 COURSE IN ANOTHER FUNCTIONAL AREA
II	(D) MASTER'S DEGREE, PREFERABLY WITH A MAJOR IN ENGINEERING, SYSTEMS MANAGEMENT, BUSINESS ADMINISTRATION, OR A RELATED FIELD	(M) 2 YEARS OF ACQUISITION EXPERIENCE; AT LEAST 1 YEAR OF THIS EXPERIENCE MUST BE IN PROGRAM MANAGEMENT (D) AN ADDITIONAL 2 YEARS OF ACQUISITION EXPERIENCE, PREFERABLY IN A SYSTEMS PROGRAM OFFICE OR SIMILAR ORGANIZATION	(M) ACQ 201 A&B (M) PMT 250 (D) ONE DAU LEVEL 200 COURSE IN ANOTHER FUNCTIONAL AREA (D) INTERMEDIATE-LEVEL MANAGEMENT AND LEADERSHIP TRAINING
III	(D) MEET ONE OF THE FOLLOWING CRITERIA: — AT LEAST 24 SEMESTER HOURS FROM AMONG ACCOUNTING, BUSINESS FINANCE, LAW, CONTRACTS, PURCHASING, ECONOMICS, INDUSTRIAL MANAGEMENT, MARKETING, QUANTITATIVE METHODS, AND ORGANIZATION AND MANAGEMENT (DANTES OR CLEP EQUIVALENCY EXAMS MAY BE SUBSTITUTED.) — AT LEAST 24 SEMESTER HOURS IN THE INDIVIDUAL'S CAREER FIELD AND 12 SEMESTER CREDIT HOURS IN THE DISCIPLINES LISTED ABOVE (D) MASTER'S DEGREE IN ENGINEERING, SYSTEMS ACQUISITION MANAGEMENT, BUSINESS ADMINISTRATION, OR A RELATED FIELD	(M) 4 YEARS OF ACQUISITION EXPERIENCE: — AT LEAST 2 YEARS OF THIS EXPERIENCE MUST BE IN A PROGRAM OFFICE OR SIMILAR ORGANIZATION (DEDICATED MATRIX SUPPORT TO A PM OR PEO, DCMA PROGRAM INTEGRATOR, OR SUPERVISOR OF SHIPBUILDING) — AT LEAST 1 YEAR OF THIS EXPERIENCE MUST BE IN A PROGRAM MANAGEMENT POSITION WITH COST, SCHEDULE, AND PERFORMANCE RESPONSIBILITIES (D) 2 ADDITIONAL YEARS OF ACQUISITION EXPERIENCE	(M) PMT 352 A&B

(M) = Mandatory   (D) = Desired

Level	Description/Complexity	Competencies	Suggested Experience	Suggested Education, Training and Development Sources
1	Projects with low-to-moderate complexity and risk. **Example:** • Bureau-level project such as a stand-alone information system that has low-to-moderate complexity and risk.	<u>As a minimum:</u> • An understanding of PM and IT- PM competencies listed in the *OPM 2210 Series IT Project Manager Guidance* (pages 6,7). • Fundamental PM knowledge, skills and abilities that include an understanding of principles, practices and terminology. • Fundamental IT PM skills *in applicable IT-PM competencies.* • Skills required for respective bureau or business area.	<u>As a minimum:</u> 1 year previous, successful technical or PM experience	1. IT employees and supervisors can utilize the IT Workforce Development Roadmap at http://itroadmap.golearn.gov to identify specific competency training requirements and resources. 2. A list of PM training sources can be found in the *Project Management Training Directory* sponsored by the Federal CIOC at http://www.cio.gov. **Federal PM training sources include:** • USDA Grad School PM/IT PM courses • OPM-sponsored PM training seminars • GSA STAR Program • DoD's Information Resources Mgmt College (IRMC) • DoD's Defense Acquisition University
2	Projects with high complexity and/or risk which are critical to the mission of the organization. **Examples:** • Projects that are part of a portfolio of projects/systems that impact each other and/or impact mission activities. • Department-wide projects that impact cross-organizational missions, such as an agency-wide system integration that includes large scale Enterprise Resource Planning	<u>Built on Level 1:</u> • High proficiency in both PM and *applicable IT* PM competency skills listed in the *OPM 2210 Series IT Project Manager Guidance* (pages 6,7). --Advanced PM knowledge skills and abilities. --Advanced IT PM skills. • Developed systems perspective delineated in Clinger-Cohen Core Competencies, including life cycle mgmt, capital planning and investment, mission alignment, strategic planning, political ramifications, enterprise architecture, statutory and regulatory requirements, systems of systems integration, etc. Agency-specific skills and knowledge, e.g. DoD's Global Information Grid or NASA's Space and Ground Network.	<u>As a minimum:</u> 2-4 years combined previous, successful PM and technical experience, depending on project complexity	3. Training programs aligned to the ANSI-recognized *PMBOK 2000* knowledge areas and management processes provide a PM foundation. Additional IT–PM competency requirements, e.g., architecture, capital planning and investment, etc., are outlined in the OPM *Interpretive Guidance for Project Management Positions.* Training for these IT areas can be found in the IT Workforce Development Roadmap. 4. Clinger-Cohen Core Competency-based training sources include: GSA's CIO University Program DoD's IRMC certificate programs 5. Agencies are expected to identify specific organization and business area training required. This guidance reflects the minimal standard. Due to mission needs or legislative requirements, agencies may need additional credentials for PM validation. 6. Agency credentialing may include other criteria, e.g. continuing education or professional society certifications. 7. Agencies are responsible for validating applicable training for IT Project Managers or issuance of an Agency waiver.
3	Projects that have high complexity, and/or risk, and have government-wide impact. **Examples:** • Government-wide initiative 　--E-GOV 　--President's Management Agenda • High interest projects with Congress, GAO, OMB, or the general public. • Cross-cutting initiative 　--Homeland Security		<u>As a minimum:</u> 2-4 years combined previous, successful PM and technical experience, with prior experience in managing a Level 2 IT Project	

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Budget Id No. (Bin)	Initiative Title	Acronym	GIG Program Activity	Primary BRM Lob	Primary BRM Sub-Function
0057	Multi-Functional Information Distribution System	MIDS	Command and Control	Defense and National Security (103)	Tactical Defense (212)
0155	Global Combat Support System – Marine Corps	GCSS-MC	Logistics - Warfighter	Supply Chain Management (405)	Logistics Management (145)
0186	Navy Enterprise Resource Planning	Navy ERP	Logistics - Warfighter	Supply Chain Management (405)	Logistics Management (145)
0342	Joint Tactical Radio System-Handheld, Manpack & Small Form Fit Radios	Jtrs-HMS	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
3146	Consolidated Afloat Networks Enterprise Service	CANES	Communications And Computing Infrastructure	Defense and National Security (103)	Strategic National & Theater Defense (210)
3538	Next Generation Enterprise Network	NGEN	Information Distribution Services	Information and Technology Management (404)	IT Infrastructure Maintenance (139)
6046	Global Command And Control System - Maritime	GCCS-M	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6189	Joint Precision Approach & Landing System	JPALS	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6190	Joint Tactical Radio System-Ground Mobile Radios	Jtrs-GMR	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6310	Navy/MC Intranet	NMCI	Information Distribution Services	Information and Technology Management (404)	IT Infrastructure Maintenance (139)
6368	Navstar Global Position System	NAVSTAR GPS	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6524	Joint Tactical Radio System-Airborne, Maritime & Fixed Radios	Jtrs-AMF	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6555	Deployable Joint Command And Control	DJC2	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6587	Joint Tactical Radio System-Network Enterprise Domain	Jtrs-NED	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense (210)
6946	Combined Command & Control	CAC2	Command And Control	Defense and National Security (103)	Strategic National & Theater Defense

					(210)

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APPENDIX D

EXHIBIT 300 DEFINITIONS

ACTUAL COST OF WORK PERFORMED (ACWP)
ACWP is the amount actually spent in the accomplishment of work performed spent includes direct costs (e.g., labor and material) and indirect costs (e.g.., overhead and G&A expense)..

ACQUISITION
The acquiring by contract, with appropriated funds, of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, the solicitation and selection of sources, the awarding of contracts, contract financing, contract performance, contract administration, and those technical and management functions that are directly related to the process of fulfilling agency needs by contract.

BUDGET AT COMPLETION (BAC)
The baseline (planned) budget for the project. This is the total authorized budget for accomplishing the program scope of work through project completion. It is equal to the sum of all allocated budgets plus an undistributed budget ("management" reserve is not included) for the duration of the project.

BUDGETED COST OF WORK PERFORMED (BCWP)
It is equal to the sum of the budgets for completed work packages and the completed portions of open work packages (e.g., what the contractor planned to spend for the work actually accomplished).

BUDGETED COST OF WORK SCHEDULED (BCWS)
The amount budgeted for work scheduled to be accomplished within a given time period, including all work packages in the Work Breakdown Structure.

BUSINESS CASE
A structured method for organizing and presenting a business improvement proposal. Organizational decision makers compare business cases when they are deciding to expend resources. A business case typically includes an analysis of business process performance and associated needs or problems, proposed alternative solutions, assumptions, constraints, and a risk-adjusted cost/benefit analysis.

BUSINESS MANAGEMENT MODERNIZATION PROGRAM (BMMP)

The DoD effort to define a Business Enterprise Architecture which describes the structural composition of DoD business operations in ways that transcend organizational boundaries. It demonstrates and facilitates the derivative nature of the design and development of business capabilities by linking business needs to business capabilities and tracing business strategies to systems solutions.

BUSINESS REFERENCE MODEL (BRM)
The BRM is a function-driven framework to describe the Lines of Business and Internal Functions performed by the federal government independent of the agencies that perform them. Major IT investments are mapped to the BRM to identify collaboration opportunities.

CAPITAL ASSETS

Includes land, structures, equipment, intellectual property (e.g., software) and information technology (including IT service contracts used by the Federal government and have an estimated useful life of two years or more.

CAPITAL PLANNING AND INVESTMENT CONTROL (CPIC)

A decision making process for ensuring that information technology (IT) investments integrate strategic planning, budgeting, procurement, and the management of IT in support of agency missions and business needs. The term comes from the Clinger-Cohen Act of 1996 and generally is used in relationship to IT management issues.

CAPITAL PROGRAMMING

An integrated process within an agency for planning, budgeting, procurement and management of the agency's portfolio of capital assets to achieve agency strategic goals and objectives with the lowest life-cycle cost and least risk.

CAPITAL PROJECT (INVESTMENT)

The acquisition of a capital asset and the management of that asset through its life-cycle after the initial acquisition. Capital projects (investment) may consist of several useful segments.

COLLABORATE

To work jointly with others to perform an assigned task using the knowledge and expertise of individual members of the "team".

Contracting Officer Certification

Means the highest current level of certification in contracting obtained by the contracting officer (CO) assigned to the acquisition. For defense agencies, indicate the CO's highest level of Defense Acquisition Workforce Improvement Act (DAWIA) certification in contracting. For civilian agencies, indicate the CO's highest level of Federal Acquisition Certification in Contracting (FAC-C), in accordance with OMB Memorandum, The Federal Acquisition Certification in Contracting Program, dated January 20, 2006. Available levels are 1, 2, or 3. The FAC-C is a new program that civilian agencies are in the process of implementing. To address the transition period, if the IO has not obtained a FAC-C, the agency must determine that the CO assigned to the effort has the competencies and skills necessary to support the acquisition.

Cost Avoidance

Represents results from an action taken in the immediate time frame that will decrease costs in the future (as defined in OMB Circular A-131).

Cost Saving

Represents the reduction in actual expenditures below the projected level of costs to achieve a specific objective (as defined in OMB Circular A-131).

COST PERFORMANCE INDEX (CPI)

The ratio of the budgeted to actual cost of work performed.

COST VARIANCE (CV)

The difference between planned (BCWP) and actual cost of work performed (ACWP). This metric measures cost performance. A positive value indicates a favorable position, and a negative value indicates an unfavorable position (cost overrun).

CURRENT BASELINE

The existing costs, schedule goals, major milestones, key-event dates, and funding agency for a project.

CUSTOMERS

Users of the system or direct recipients of products, services or informational outputs.

EARNED VALUE MANAGEMENT SYSTEM (EVMS)

A project (investment) management tool that effectively integrates the investment scope of work with schedule and cost elements for optimum project planning and control. The qualities and operating characteristics of earned value management systems (EVMS) are described in American National Standards Institute (ANSI)/Electronic Industries Alliance ((EIA) Standard 748.-1998, Earned Value Management Systems, approved May 19, 1998. It was reaffirmed on August 28, 2002. Additional information on EVMS is available at www.acq.osd.mil/pm..

ELECTRONIC COMMERCE (EC)

A paperless process including electronic mail, electronic bulletin boards, electronic funds transfer, electronic data interchange, and similar techniques for accomplishing business transactions. The use of terms commonly associated with paper transactions (e.g., copy, document, page, printed, sealed envelope, and stamped) must not be interpreted to restrict the use of electronic commerce. Contracting Officers may supplement electronic transactions by using other media to meet the requirements of any contract action governed by FAR (e.g., transmission of a hard copy of drawings).

ELECTRONIC TRANSACTION

Electronic transmission encompasses the capabilities required to send imagery operations data to other delivery nodes electronically. Electronic transmission focuses on expeditiously retrieving archive and/or unprocessed imagery data available to a delivery node and transmitting it, via electronic means (e.g., local area network, metropolitan area network) to another delivery node.

ENERGY SAVINGS PERFORMANCE CONTRACT (ESPC)

A contract providing for the performance of services for the design, acquisition, financing, installation, testing, and, where appropriate, maintenance and repair of an identified energy or water conservation measure or series of measures at one or more locations. Future energy savings are guaranteed by the contractor and the contractor is paid by the government over time from the savings resulting from reduced energy bill payments.

Enhanced Use Leasing (EUL)

Departments with specific statutory authority can require rent in the form of a reduction in the cost or free use of facilities or services for programs, monetary payments, or other-in-kind consideration which enhances mission activity. This authority allows an agency to out-lease property and receive payment in cash or in kind (goods or services that result in direct cost savings to the government) from the lessee in exchange for the out-lease.

ESTIMATE AT COMPLETION (EA)

The latest estimated cost at completion. This is the derived current estimate for the total cost of the module(s). It equals the actual cost through a point in time (ACSWPcum) plus the estimated cost to completion (ETC).

ESTIMATE TO COMPLETE (ETC)

Funds (estimated) to complete the project.

E-BUSINESS (ELECTRONIC BUSINESS)

Doing business on-line. E-Business is often used as an umbrella term for having an interactive presence on the Web. A government e-business initiative or project includes web-services type technologies, component based architectures, and open systems architectures designed around the needs of the customer (citizens, business, governments, and internal Federal operations).

E-GOVERNMENT

The use by the government of web-based Internet applications and other information technologies, combined with processes that implement these technologies.

E-GOVERNMENT STRATEGY REVIEW

An E-Government Strategy Review is a comprehensive review and analysis of a steady-state system with a goal of identifying smarter and more cost effective methods for delivering the required performance. The business case for a steady-state system must demonstrate either that the existing investment is meeting the needs of the agency and delivering the expected performance or that the investment is being modernized and replaced consistent with the results of the E-Government Strategy Review. All sections of the Exhibit 300 must be completed for steady-state projects showing the results of the E-Government review, as follows:

- The business case for a steady-state investment is not designed to recreate answers and show the results of an analysis that was performed at the inception of the project, but rather to answer the questions and criteria with a focus toward using web services, XML, J2EE, .NET technologies and other e-business type tools;
- When addressing the justification questions, discuss whether the current way of doing business and performing the function is the most advantageous and cost-effective to the government;
- The section on performance goals must identify the performance goals for the investment as it stands today;
- The four project management questions identified in Exhibit 300 must be addressed;
- The alternatives analysis section must show the results of the E-Government Strategy Review rather than the alternatives that were considered several years ago and which are no longer valid;
- The section which addresses the performance-based management system and variances from the OMB-approved baseline provides information from the operational analysis of the steady-state system to show whether the asset is meeting program objectives and the needs of the owners and users. This section also shows if the asset is performing within baseline cost, schedule and performance goals;
- All sections in Part II must be answered in their entirety with a focus on the E-Government Strategy Review. All answers must demonstrate that you have reviewed alternative ways to perform the business with a specific focus on E-Government or E-Business technologies as described in the President's Management Agenda.

FEDERAL ENTERPRISE ARCHITECTURE (FEA)

A framework for describing the relationship between business functions and the technologies and information that support them. Major IT investments will be aligned against each reference model within the FEA framework. The reference models required to be used during the FY 2005 budget formulation process are briefly described below:

FINANCIAL MANAGEMENT SYSTEM

A financial system and the financial portion of mixed systems that support the interrelationships and interdependencies between budget, cost, and management functions, and the information associated with business activities.

FINANCIAL SYSTEMS

Systems comprised of one or more applications that are used for:

- Collecting, processing, maintaining, transmitting, and reporting data about financial events;
- Supporting financial planning or budgeting activities;
- Accumulating and reporting cost information; or
- Supporting the preparation of financial statements.

FULL ACQUISITION

The procurement and implementation of a capital project or useful segment/module of a capital project. Full acquisition occurs after all planning activities are complete and the agency's Executive Review Committee or Investment Review Board selects and approves the proposed technical approach and project plan, and establishes the baseline cost, schedule and performance goals for this phase of the investment.

FULL FUNDING

Appropriations are enacted sufficiently in total to complete a useful segment of a capital project (investment) before any obligations may be incurred for the segment. When capital projects(investments) or useful segments are incrementally funded, without certainty if or when future funding will be available, it can result in poor planning, acquisition of assets not fully justified, higher acquisition costs, project (investment) delays, cancellation of major projects (investments), the loss of sunk costs, or inadequate funding to maintain and operate the assets. Budget requests for full acquisition of capital assets must propose full funding.

FULL TIME EQUIVALENT (FTE)

Government FTE costs shall include government personnel considered direct and indirect labor in support of the investment. This includes the investment management IPT and any other government effort (e.g., programming effort for part of the overall investment, development effort) that contributes to the success of the investment. The costs include the salaries plus the appropriate labor acceleration rate for fringe benefits. Agencies should reflect estimates of the costs of internal FTE supporting an IT investment and should at a minimum include in FTE estimates anyone spending more than 50% of their time supporting the investment. Persons working on more than one investment, whose contributions over all investments would exceed 50% of their overall time, should have their specific time allocated to each investment.

FUNDING SOURCE

The direct appropriation or other budgetary resources an agency receives. You need to identify the account and the budget authority provided. Report those accounts that provide the financing for a particular investment.

GLOBAL INFORMATION GRID (GIG)

The globally interconnected, end-to-end set of information capabilities, associated processes and personnel for collecting, processing, storing, disseminating, and managing information on demand to warfighters, policy makers, and support personnel. The GIG includes all owned and leased communications and computing systems and services, software (including applications), data, security services, and other associated services necessary to achieve information superiority.

INFORMATION SYSTEM

A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.

INFORMATION TECHNOLOGY (IT)

With respect to an executive agency 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 by the executive agency. For purposes of the preceding sentence, equipment is used by an executive if the equipment is used by the executive agency directly or is used by a contractor under a contract with the agency which: (i) requires the use of such equipment or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. It does not include any equipment that is acquired by a contractor incidental to a Federal contract.

INFRASTRUCTURE

The technology, policies, standards, and human resources necessary to acquire, process, store, distribute, and improve utilization of a system.

INITIAL CONCEPT STAGE

Costs associated with development of alternatives before a specific alternative is selected.

INTEGRATED PROJECT TEAM (IPT)

A multi-disciplinary team led by a program manager responsible and accountable for planning, budgeting, procurement and life-cycle management of the project to achieve its cost, schedule, and performance goals.

INTERIM AUTHORITY TO OPERATE (IATO)

Permission granted by the cognizant DAA to deploy and/or maintain a system prior to official approval.

INVESTMENT COSTS

OMB defines investment costs as all dollars budgeted for the project, regardless   of appropriation/fund.

IT INVESTMENT PORTFOLIO

The funded IT investments that support the mission and strategic goals of an organization/functional area.

LEGACY SYSTEMS

Systems existing prior to the current initiative.

LIFE-CYCLE COSTS

The overall estimated cost for a particular program alternative over the time period corresponding to the life of the program, including direct and indirect initial costs plus any periodic or continuing costs of operation and maintenance.

It 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 requirement analyses, design, development, training, acquisition and/or leasing, operations, support and, where applicable, disposal. It encompasses direct and indirect initial costs plus any periodic of continuing sustainment costs, all contract and in-house costs, all cost categories and all related appropriations/funds.

It may be broken down to describe the cost of delivering a certain capability or useful segment of an IT initiative.

It normally includes 10 years of sustainment funding following FOC.

MAINTENANCE

Post-deployment activities and recurring costs associated with support of the operational system.

MAJOR ACQUISITION

A capital project that requires special management attention because of its: (1) importance to an agency's mission; (2) high development, operating, or maintenance costs; (3) high risk; (4) high return; or (5) significant role in the administration of an agency's programs, finances, property, or other resources.

MAJOR IT PROJECT

A project that requires special management attention because of its importance to an agency mission; project was a major project in the preceding President's budget submission and is continuing; project is financial management and spends more than $1 million (DoD only) in any fiscal year reported in the budget; project is directly tied to the top two layers of the Federal Enterprise Architecture (Services to Citizens and Mode of Delivery); project is an integral part of the agency's modernization blueprint (EA); project has significant program or policy implications; project has high executive visibility; project is defined as major by the agency's capital planning and investment control process. OMB may work with the agency to declare other IT investments as major IT investments. Major IT investments must be reported on Exhibit 53 and must submit a "Capital Asset Plan and Business Case," Exhibit 300. IT investments that are E-Government in nature or use e-business technologies must be identified as major IT investments regardless of the costs.

MEASURES OF EFFECTIVENESS (MOE)

Quantitative indicators of the ability of an alternative to accomplish the task for which it was designed.

MIXED LIFE CYCLE

A project that has both development/modernization/enhancement (DME) and steady state aspects.

NATIONAL CRITICAL OPERATION

A list of projects that support critical national security and public health infrastructures for essential federal government operations. Information revealing the identification of assets as critical is classified per "Draft CIP Security Classification Guide".

NEGATIVE VARIANCES

A negative value determined by computing the difference between planned and actual costs. A negative value indicates an unfavorable position such as schedule slippage.

NET PRESENT VALUE (NPV)

The difference between discounted savings/cost avoidances and discounted costs.

NON-FINANCIAL PROJECT

A system that supports management functions of the Federal government or components thereof and does not record financial events or report financial information.

NON-MAJOR PROJECTS

Any initiative or project not meeting the definition of major defined above but that is part of the agency's IT investments.

NON-REPUDIATION

In reference to digital security, non-repudiation means to ensure that a transferred message has been sent and received by the parties claiming to have sent and received the message. Non-

repudiation is a way to guarantee that the sender of a message cannot later deny having sent the message and that the recipient cannot deny having received the message.

Non-repudiation can be obtained through the use of:

- Digital Signatures -- function as a unique identifier for an individual, much like a written signature.

- Confirmation Services -- the Message Transfer Agent can create digital receipts to indicate that messages were sent and/or received.

- Timestamps -- timestamps contain the date and time a document was composed and proves that a document existed at a certain time.

NATIONAL SECURITY SYSTEMS (NSS)

Any telecommunications or information system operated by the United States Government, the function, operation, or use of which involves:
a) Intelligence activities;
b) Cryptologic activities related to national security;
c) Command and control of military forces;
d) Equipment that is an integral part of a weapon or weapons system; or
e) Is critical to the direct fulfillment of military or intelligence missions.
f) Storing, processing, or communicating classified information.

OMB APPROVED BASELINE

A change to the Original or Current Baseline approved by OMB.

ON-GOING PROJECT

A project that has been through a complete budget cycle with OMB and represents budget decisions consistent with the President's Budget for the prior year (BY-1).

OPERATIONAL (STEADY STATE) ASSET

An asset or part of an asset that has been delivered and is performing the mission.

ORIGINAL BASELINE

The costs, schedule goals, major milestones, key-event dates, and funding agency for a project at inception.

PARTNERING

Sharing of roles and responsibilities between two or more entities.

PAYBACK PERIOD

The point at which discounted costs and discounted savings/cost avoidances are equal, expressed in terms of number of years since inception of the project.

PERFORMANCE BASED ACQUISITION MANAGEMENT

A documented, systematic process for program management, which includes integration of program scope, schedule and cost objectives, establishment of a baseline plan for accomplishment of program objectives, and use of earned value techniques for performance measurement during execution of the program. EVMS is required for those parts of the project where developmental effort is required. This includes prototypes and tests to select the most cost effective alternative during the Planning Phase, the work during the Acquisition Phase, and any developmental, modification or upgrade work done during the Operational/Steady State Phase. EVMS is to be applied to both government and contractor efforts. For operational/steady state systems, an operational analysis system as discussed in Phase IV of the Capital Programming Guide is required. A performance-based service contract/agreement with a defined quality

assurance plan should be the basis for monitoring contractor or in-house performance of this phase.

PERFORMANCE FACTOR (PF)

The cost to earn a dollar of value, e.g., ACWP/BCWP, or 1/CPI.

PERFORMANCE REFERENCE MODEL (PRM)

The PRM is a standardized performance measurement framework to characterize performance in a common manner where necessary. The PRM will help agencies produce enhanced performance information; improve the alignment and better articulate the contribution of inputs, such as technology, to outputs and outcomes; and identify improvement opportunities that span traditional organizational boundaries.

PLANNING

Preparing, developing or acquiring the information you will use to design the project; assess the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions; and establish realistic cost, schedule, and performance goals, for the selected alternative, before either proceeding to full acquisition of the capital project or useful segment or terminating the project. Planning must progress to the point where you are ready to commit to achieving specific goals for the completion of the acquisition.

PRIVACY IMPACT ASSESSMENT

A process used to evaluate the control and protection of personal data in DON information technology systems and websites. The process consists of privacy training, data gathering on privacy issues, and identifying and resolving privacy risks.

PROGRAM OBJECTIVE MEMORANDUM (POM)

A document that presents a priority-ranked program and includes baseline force levels, support and activity levels, and deployments. The POM includes an analysis of each proposed change or new program, and express force, people, and cost implications for the 2 budget years plus 4 additional years.

RETURN ON INVESTMENT (ROI)

Discounted savings/cost avoidances divided by discounted costs.

RECORD

Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value in them.

RISK-ADJUSTED LIFE-CYCLE COSTS

The overall estimated cost for a particular program alternative over the time period corresponding to the life of the program, including direct and indirect initial costs plus any periodic or continuing costs of operation and maintenance, that has been adjusted to accommodate any risk identified in the risk management plans.

SAVINGS/COST AVOIDANCES

The difference in "risk-adjusted" discounted cost estimates for the "as is" (pre-investment) and "to be" (post-investment) environments.

SCHEDULE PERFORMANCE INDEX

The percent of the project that has been completed.

SCHEDULE VARIANCE

The variance between the actual and planned schedules. A positive value indicates a favorable position, and a negative value indicates an unfavorable position (schedule slippage).

SECTION 508

Refers to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), which requires Federal agencies to develop, procure, maintain, or use electronic and information technology (EIT) that is accessible to Federal employees and members of the public with disabilities.

SERVICE COMPONENT

The IT and business elements that collectively comprise an IT investment. The term is used here as one of the Reference Models of the Federal Enterprise Architecture.

SERVICE COMPONENT REFERENCE MODEL (SRM)

The SRM provides a common framework and vocabulary for characterizing the IT and business components that collectively comprise an IT investment. The SRM will help agencies rapidly assemble IT solutions through the sharing and re-use of business and IT components. A Component is a self-contained process, service, or IT capability with pre-determined functionality that may be exposed through a business or technology interface.

SMALL/OTHER IT PROJECT

Any initiative or project not meeting the definition of major defined above but that is part of the agency's IT investments.

STAKEHOLDERS

Individuals or groups who establish or directly influence the budget or policy/direction affecting a project.

TAXONOMY

Classification or terminology related to a specific area of interest.

TECHNICAL REFERENCE MODEL (TRM)

The TRM provides a foundation to describe the standards, specifications, and technologies supporting the delivery, exchange, and construction of business (or Service) components and e-Gov solutions. The TRM unifies existing Agency TRMs and electronic Government (e-Gov) guidance by providing a foundation to advance the re-use of technology and component services from a Government-wide perspective.

USEFUL SEGMENT/MODULE

An economically and programmatically separate component of a capital project that provides a measurable performance outcome for which the benefits exceed the costs, even if no further funding is appropriated.

VARIANCE AT COMPLETION

The variance between the baseline and actual budget at completion.

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APPENDIX E

PERFORMANCE ASSESSMENT RATING TOOL (PART) REVIEW

Department of Defense Programs

Program Name	Rating
Air Combat Program	Moderately Effective
Air Force Aircraft and Weapons Readiness	Effective
Air Force Base Operations & Support	Results Not Demonstrated
Air Force Combat-Related Readiness	Effective
Air Force Depot Maintenance	Effective
Airlift Program	Moderately Effective
Army Air Readiness	Moderately Effective
Army Base Operations & Support	Moderately Effective
Army Depot Maintenance	Effective
Army Land Forces Readiness	Effective
Chemical Demilitarization	Adequate
Cooperative Threat Reduction	Effective
Defense Advanced Technology Development Program	Results Not Demonstrated
Defense Air Transportation System	Moderately Effective
Defense Applied Research Program	Moderately Effective
Defense Basic Research	Effective
Defense Civilian Education and Training	Adequate
Defense Commissary Agency	Moderately Effective
Defense Communications Infrastructure	**Results Not Demonstrated**
Defense Health Care	Adequate
Defense Housing	Moderately Effective
Defense Small Business Innovation Research/Technology Transfer	Results Not Demonstrated
Department of Defense Depot Maintenance: Ship	Effective
Department of Defense Education Activity	Moderately Effective
Department of Defense Facilities Sustainment, Restoration, Modernization, and Demolition	Adequate
Department of Defense Recruiting	Moderately Effective
Department of Defense Training and Education Programs - Accession Training	Moderately Effective
Department of Defense Training and Education Programs - Basic Skills and Advanced Training	Effective
Department of Defense Training and Education Programs -- Voluntary Training	Moderately Effective

Depot Maintenance - Naval Aviation	Effective
DoD Unmannned Aircraft Systems (UAS)	Moderately Effective
Energy Conservation Investment	Effective
Future Combat Systems/Modularity Land Warfare	Moderately Effective
Junior Reserve Officer Training Corps	Moderately Effective
Marine Corps Base Operations & Support	Results Not Demonstrated
Marine Corps Depot Maintenance	Effective
Marine Corps Expeditionary Warfare	Moderately Effective
Marine Corps Ground Forces Readiness	Effective
Military Construction Programs	Moderately Effective
Military Force Management	Effective
Missile Defense	Adequate
National Security Space Weather Programs	Adequate
Navy Base Operations & Support	Adequate
Navy Ship Readiness	Effective
Navy Shipbuilding	Adequate
Navy/Marine Corps Air Readiness	Effective
Precision Weapons Programs	Moderately Effective
Rotary Wing Programs	Adequate
Space Launch	Adequate
Space-based Communications Programs	Moderately Effective
Strategic Offensive Capabilities	Effective
Test & Evaluation Programs	Results Not Demonstrated

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FEDERAL ENTERPRISE ARCHITECTURE (FEA)
PERFORMANCE REFERENCE MODEL (PRM)

MEASUREMENT AREA (TABLE 2, PERFORMANCE GOALS)	MEASUREMENT CATEGORY	MEASUREMENT GROUPING (Table 2, Performance Goals)	MEASUREMENT INDICATORS (TABLE 2, PERFORMANCE GOALS)
FOR EACH MEASUREMENT AREA AND MEASUREMENT CATEGORY REFLECT THE BRM PRIMARY LOB IN THE MEASUREMENT GROUPING COLUMN OF PERFORMANCE GOALS, TABLE 2,			
MISSION AND BUSINESS RESULTS	DEFENSE & NATIONAL SECURITY	• STRATEGIC NATIONAL AND THEATHER DEFENSE • OPERATIONAL DEFENSE • TACTICAL DEFENSE	TBD BY PROGRAM
	HEALTH	• ACCESS TO CARE • POPULATION HEALTH MANAGEMENT AND CONSUMER SAFETY • HEALTH CARE DELIVERY SERVICES • HEALTH CARE ADMINISTRATION • HEALTH CARE RESEARCH AND PRACTITIONER EDUCATION	
	ADMINISTRATIVE MANAGEMENT	• FACILITIES, FLEET AND EQUIPMENT MANAGEMENT • HELP DESK SERVICES • SECURITY MANAGEMENT • TRAVEL • WORKPLACE POLICY DEVELOPMENT AND MANAGEMENT	
	FINANCIAL MANAGEMENT	• ACCOUNTING • FUNDS CONTROL • PAYMENTS • COLLECTIONS AND RECEIVABLES • ASSET AND LIABILITY MANAGEMENT • REPORTING AND INFORMATION • COST ACCOUNTING/ PERFORMANCE MEASUREMENT	

FEDERAL ENTERPRISE ARCHITECTURE (FEA)
PERFORMANCE REFERENCE MODEL (PRM)

MEASUREMENT AREA (TABLE 2, PERFORMANCE GOALS)	MEASUREMENT CATEGORY	MEASUREMENT GROUPING (Table 2, Performance Goals)	MEASUREMENT INDICATORS (TABLE 2, PERFORMANCE GOALS)
MISSION AND BUSINESS RESULTS	HUMAN RESOURCES MANAGEMENT	• HR STRATEGY • STAFF ACQUISITION • ORGANIZATION AND POSITION MANAGEMENT • COMPENSATION MANAGEMENT • BENEFITS MANAGEMENT • EMPLOYEE PERFORMANCE MANAGEMENT • EMPLOYEE RELATIONS • LABOR RELATIONS • SEPARATION MANAGEMENT • HUMAN RESOURCES DEVELOPMENT	TBD BY PROGRAM
	INFORMATION & TECHNOLOGY MANAGEMENT	• LIFECYCLE/CHANGE MANAGEMENT • SYSTEM DEVELOPMENT • SYSTEM MAINTENANCE • IT INFRASTRUCTURE MAINTENANCE • INFORMATION SYSTEMS SECURITY • RECORD RETENTION • INFORMATION MANAGEMENT	
	SUPPLY CHAIN MANAGEMENT	• GOODS ACQUISITION • INVENTORY CONTROL • LOGISTICS MANAGEMENT • SERVICES ACQUISITION	

FEDERAL ENTERPRISE ARCHITECTURE (FEA)
PERFORMANCE REFERENCE MODEL (PRM)

MEASUREMENT AREA (TABLE 2, PERFORMANCE GOALS)	MEASUREMENT CATEGORY	MEASUREMENT GROUPING (Table 2, Performance Goals)	MEASUREMENT INDICATORS (TABLE 2, PERFORMANCE GOALS)
CUSTOMER RESULTS	CUSTOMER BENEFIT	• CUSTOMER SATISFACTION • CUSTOMER RETENTION • CUSTOMER COMPLAINTS • CUSTOMER IMPACT OR BURDEN • CUSTOMER TRAINING	TBD BY PROGRAM
	SERVICE COVERAGE	• NEW CUSTOMERS & MARKET PENETRATION • FREQUENCY & DEPTH • SERVICE EFFICIENCY	
	TIMELINESS & RESPONSIVENESS	• RESPONSE TIME • DELIVERY TIME	
	SERVICE QUALITY	• ACCURACY OF SERVICE OR PRODUCT DELIVERED	
	SERVICE ACCESSIBILITY	• ACCESS • AVAILABILITY • AUTOMATION • INTEGRATION	
PROCESSES AND ACTIVITIES	FINANCIAL	• FINANCIAL MANAGEMENT • COSTS • PLANNING • SAVINGS & COST AVOIDANCE	TBD BY PROGRAM
	PRODUCTIVITY & EFFICIENCY	• PRODUCTIVITY • EFFICIENCY	
	CYCLE TIME & TIMELINESS	• CYCLE TIME • TIMELINESS	
	QUALITY	• ERRORS • COMPLAINTS	
	SECURITY & PRIVACY	• SECURITY • PRIVACY	
	MANAGEMENT & INNOVATION	• PARTICIPATION • POLICIES • COMPLIANCE • RISK • KNOWLEDGE MANAGEMENT • INNOVATION & IMPROVEMENT	

FEDERAL ENTERPRISE ARCHITECTURE (FEA)
PERFORMANCE REFERENCE MODEL (PRM)

MEASUREMENT AREA (TABLE 2, PERFORMANCE GOALS)	MEASUREMENT CATEGORY	MEASUREMENT GROUPING (Table 2, Performance Goals)	MEASUREMENT INDICATORS (TABLE 2, PERFORMANCE GOALS)
TECHNOLOGY	TECHNOLOGY COSTS	• OVERALL COSTS • LICENSING COSTS • SUPPORT COSTS • OPERATIONS & MAINTENANCE COSTS • TRAINING & USER COSTS	TBD BY PROGRAM
	QUALITY ASSURANCE	• FUNCTIONALITY • IT COMPOSITION • STANDARDS COMPLIANCE & DEVIATIONS	
	EFFICIENCY	• SYSTEM RESPONSE TIME • INTEROPERABILITY • ACCESSIBILITY • LOAD LEVELS • TECHNOLOGY IMPROVEMENT	
	INFORMATION & DATA	• EXTERNAL DATA SHARING • DATA STANDARDIZATION OR TAGGING • INTERNAL DATA SHARING • DATA RELIABILITY & QUALITY • DATA STORAGE	
	RELIABILITY & AVAILABILITY	• AVAILABILITY • RELIABILITY	
	EFFECTIVENESS	• USER SATISFACTION • USER REQUIREMENTS • IT CONTRIBUTION TO PROCESS, CUSTOMER, OR MISSION	

Appendix G

Resource Sponsors

Resource Sponsor (DCNO = Deputy Chief of Naval Operations)	Resource Area
Manpower, Personnel, Training and Education (N1.NT)	Personnel/Training
Director Navy Staff (N09B)	Admin/Physical Security
Deputy Chief of Naval Operations Information Dominance (N2/6)	Intelligence/Space/ Satellites
Logistics (N4)	Logistics (including Sealift)
Programming (N80)	
Assessment (N81)	
Fiscal (N82)	
Navy Test & Evaluation and Technology (N091)	RDT&E
Oceanographer/Navigator of the Navy (N84)	Oceanography and Meteorology
DCNO, Expeditionary Warfare (N85)	Expeditionary Forces
Surface Warfare (N86)	Surface Programs
Submarine Warfare (N87)	Submarine Programs
Air Warfare (N88)	Aviation Programs
Special Programs (N89)	Special Programs
Director Warfare Integration (N8F)	
Deputy Commandant for Programs and Resources (DC P&R)	USMC Resources

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FUNCTIONAL AREA MANAGERS (FAMs)

DON FUNCTIONAL AREA	FAM	NAVY POC	MC POC
N = NAVY, MC = MARINE CORPS			
LEAD COORDINATOR (DON)	DONCIO		
ACQUISITION (DON)	ASN(RD&A)	OPNAV N8	MCSC
CIVILIAN PERSONNEL (DON)	ASN (M&RA)	OPNAV N1/NT	DC, M&RA
FINANCIAL MANAGEMENT (DON)	ASN(FM&C)	OPNAV N8	DC P&R
LEGAL (JAG)	GC/JAG	OPNAV N1/NT	HQMC JA
NAVY FUNCTIONAL AREA	FAM	MC POC	
MEDICAL	OPNAV N093	MC MEDICAL OFFICER	
METEOROLOGY, OCEANOGRAPHY, AND GEOSPATIAL INFORMATION AND SERVICES	OPNAV N6/N7	DC AVN	
NAVAL NUCLEAR PROPULSION	OPNAV N00N	N/A	
PRECISE TIME AND ASTRONOMY	OPNAV N6/N7	N/A	
NAVY/USMC FUNCTIONAL AREA	NAVY FAM	MC FAM	NOTES
COMMAND AND CONTROL	OPNAV N6/N7	DC, CD (CDD)	FOR NAVY, THE C2 FUNCTIONAL AREA INCLUDES TACTICAL COMMUNICATIONS
ENTERPRISE SERVICES	OPNAV N098	HQMC, C4	COMBINES; ADMINISTRATION, ENTERPRISE SERVICES, AND COMMUNICATIONS (EXCEPT NAVY TACTICAL COMMUNICATIONS)
INFORMATION OPERATIONS	OPNAV N6/N7	DC, PP&O	
INTELLIGENCE	OPNAV N2	HQMC I	
LOGISTICS	OPNAV N4	DC, I&L	
MODELING & SIMULATION	OPNAV N6/N7	DC, CD (TECOM)	
PERSONNEL MANAGEMENT	OPNAV N1/NT	DC, M&RA	
READINESS	OPNAV N4	DC, PP&O	
RESOURCES, REQUIREMENTS & ASSESSMENT	OPNAV N8	DC, P&R	
SCIENTIFIC AND TECHNICAL	OPNAV N091/CNR	DC, CD (MCWL)	
TEST AND EVALUATION	OPNAV N4	MCOTEA	
TRAINING AND EDUCATION	OPNAV N1/NT	DC, CD (TECOM)	
WEAPONS PLANNING AND CONTROL	OPNAV N6/N7	DC, CD (CDD)	

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Appendix I

Exhibit 300 Acronyms

AA	ALTERNATIVES ANALYSIS
ABC	ACTIVITY BASED COST
ACWP	ACTUAL COST OF WORK PERFORMED
AI	PRESIDENT'S MANAGEMENT AGENDA ITEM
AIS	AUTOMATED INFORMATION SYSTEM
ANSI/EIA	AMERICAN NATIONAL STANDARDS INSTITUTE/ELECTRONIC INDUSTRIES ALLOWANCE
APPN	APPROPRIATION
AS	ACQUISITION STRATEGY
ASN (FM&C)	ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT & COMPTROLLER)
BA	BUDGET ACTIVITY
BAC	BUDGET AT COMPLETION
BC	BUSINESS CASE
BCWP	BUDGETED COST OF WORK PERFORMED
BCWS	BUDGETED COST OF WORK SCHEDULED
BIN	BUDGET IDENTIFICATION NUMBER
BLI	BUDGET LINE ITEM
BMMP	BUSINESS MANAGEMENT MODERNIZATION PROGRAM
BPR	BUSINESS PROCESS RE-ENGINEERING
BRAC	BASE REALIGNMENT AND CLOSURE
BRM	BUSINESS REFERENCE MODEL
BSO	BUDGET SUBMITTING OFFICE
BY	BUDGET YEAR
C&A	CERTIFICATION AND ACCREDITATION
C4ISR	COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS, INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE
CCA	CLINGER COHEN ACT
CIM	CORPORATE INFORMATION MANAGEMENT
CINC	COMMANDER IN CHIEF
CIO	CHIEF INFORMATION OFFICER
CIR	CAPITAL INVESTMENT REPORT
CIVPERS	CIVILIAN PERSONNEL
CONOPS	CONCEPT OF OPERATIONS
COOP	CONTINUITY OF OPERATIONS
COTS	COMMERCIAL-OFF-THE-SHELF
CPI	COST PERFORMANCE INDEX
CPIC	CAPITAL PLANNING AND INVESTMENT CONTROL

CPP	CAPITAL PURCHASE PROGRAM
CV	COST VARIANCE
CY	CURRENT YEAR
DAA	DESIGNATED APPROVING AUTHORITY
DADMS	DON APPLICATIONS AND DATABASE MANAGEMENT SYSTEM
DASN	DEPUTY ASSISTANT SECRETARY OF THE NAVY
DBOF	DEFENSE BUSINESS OPERATING FUND
DCID	DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE
DEV/MOD	DEVELOPMENT/MODERNIZATION
DHS	DEPARTMENT OF HOMELAND SECURITY
DISN	DEFENSE INFORMATION SYSTEMS NETWORK
DITSCAP	DOD INFORMATION TECHNOLOGY SECURITY CERTIFICATION AND ACCREDITATION PROCESS
DME	DEVELOPMENT/MODERNIZATION/ENHANCEMENT
DoD	DEPARTMENT OF DEFENSE
DON	DEPARTMENT OF NAVY
DPG	DEFENSE PLANNING GUIDANCE
E-GOV	E-GOVERNMENT
EA	ENTERPRISE ARCHITECTURE
EAC	ESTIMATED COST AT COMPLETION
ERP	ENTERPRISE RESOURCE PLANNING
ETC	ESTIMATED COST TO COMPLETION
EVMS	EARNED VALUE MANAGEMENT SYSTEM
FAM	FUNCTIONAL AREA MANAGER
FAR	FEDERAL ACQUISITION REGULATION
FASA	FEDERAL ACQUISITION STREAMLINING ACT
FEA	FEDERAL ENTERPRISE ARCHITECTURE
FECA	FEDERAL COMPENSATION ACT
FedCIRC	FEDERAL COMPUTER INCIDENT RESPONSE CENTER
FFMIA	FEDERAL FINANCIAL MANAGEMENT IMPROVEMENT ACT
FFSID	FINANCIAL AND FEEDER SYSTEMS INVENTORY DATABASE
FGDC	FEDERAL GEOGRAPHIC DATA COMMITTEE
FISC	FLEET AND INDUSTRIAL SUPPLY CENTER
FISMA	FEDERAL INFORMATION SECURITY MANAGEMENT ACT
FMB	FINANCIAL MANAGEMENT AND BUDGET OFFICE
FMMP	FINANCIAL MANAGEMENT MODERNIZATION PROGRAM
FMO	FINANCIAL MANAGEMENT OPERATIONS
FTE	FULL TIME EQUIVALENT
FY	FISCAL YEAR
FYDP	FIVE YEAR DEFENSE PLAN
G&A	GENERAL AND ADMINISTRATIVE
GFE	GOVERNMENT FURNISHED EQUIPMENT

GIG	GLOBAL INFORMATION GRID
GISRA	GOVERNMENT INFORMATION SECURITY REFORM ACT
GPEA	GOVERNMENT PAPERWORK ELIMINATION ACT
GSA	GOVERNMENT SERVICES ADMINISTRATION
HCA	HEAD, CONTRACTING ACTIVITY
IA	INFORMATION ASSURANCE
IATO	INTERIM AUTHORITY TO OPERATE
IEC	INFORMATION EXECUTIVE COMMITTEE
IM/IT	INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY
IPT	INTEGRATED PRODUCT TEAM
IT	INFORMATION TECHNOLOGY
JPMO	JOINT PROGRAM MANAGEMENT OFFICE
JTA	JOINT TECHNICAL ARCHITECTURE
LC	LIFE CYCLE
LCCE	LIFE-CYCLE COST ESTIMATES
MARCERT	MARINE CORPS COMPUTER INCIDENT RESPONSE TEAM
MOA	MEMORANDUM OF AGREEMENT
NAVCIRT	NAVY COMPUTER INCIDENT RESPONSE TEAM
MOE	MEASURES OF EFFECTIVENESS
NAVCOMPT	NAVY COMPTROLLER
NBTS	NAVY BUDGET TRACKING SYSTEM
NISPOM	NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL
NIST	NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
NITE/STAR	NAVAL INFORMATION TECHNOLOGY/STANDARD REPORTING
NMCI	NAVY/MARINE CORPS INTRANET
NPV	NET PRESENT VALUE
NSS	NATIONAL SECURITY SYSTEM
NWCF	NAVY WORKING CAPITAL FUND
O&M	OPERATION AND MAINTENANCE
OASD(NII)	OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (NETWORKS & INFORMATION INTEGRATION)
OCONUS	OUTSIDE THE CONTINENTAL UNITED STATES
OMB	OFFICE OF MANAGEMENT AND BUDGET
OSD	OFFICE OF THE SECRETARY OF DEFENSE
PALT	PROCUREMENT ACTION LEAD TIME
PART	PROGRAM ASSESSMENT REVIEW TOOL
PB	PERFORMANCE BASED
PBMS	PERFORMANCE BASED MANAGEMENT SYSTEM
PC	PERSONAL COMPUTER
PEB	PRE-EXPENDED BIN
PF	PERFORMANCE FACTOR
PG	PERFORMANCE GOALS

PIA	PRIVACY IMPACT ASSESSMENT
PKI	PUBLIC KEY INFRASTRUCTURE
PM	PROGRAM MANAGEMENT
PMA	PRESIDENT'S MANAGEMENT AGENDA
PRA	PAPERWORK REDUCTION ACT
PRM	PERFORMANCE REFERENCE MODEL
POA&M	PLAN OF ACTION AND MILESTONES
POC	POINT OF CONTACT
POM	PROGRAM OBJECTIVE MEMORANDUM
PPBES	PLANNING, PROGRAMMING, BUDGETING AND EXECUTION SYSTEM
PV	PRESENT VALUE
PY	PRIOR YEAR
QDR	QUADRENNIAL DEFENSE REVIEW
RDT&E	RESEARCH, DEVELOPMENT, TEST AND EVALUATION
RM	RISK MANAGEMENT
ROI	RETURN ON INVESTMENT
RS	RESOURCE SPONSOR
SCIR	SELECTED CAPITAL INVESTMENT REPORT
SE	SECURITY AND PRIVACY
SOW	STATEMENT OF WORK
SPI	SCHEDULE PERFORMANCE INDEX
SRM	SERVICE COMPONENT REFERENCE MODEL
SSAA	SYSTEM SECURITY AUTHORIZATION AGREEMENT
SSP	SYSTEM SECURITY PLAN
SV	SCHEDULE VARIANCE
TRM	TECHNICAL REFERENCE MODEL
TTY	TELETYPEWRITER
UADPS	UNIFORM AUTOMATIC DATA PROCESSING SYSTEM
U-PASS	USER-PREPARATION AND SELF-ASSESSMENT SCORING GUIDE
USD	UNDER SECRETARY OF DEFENSE
USN	UNITED STATES NAVY
VAC	VARIANCE AT COMPLETION
WBS	WORK BREAKDOWN STRUCTURE

APPENDIX J

EXHIBIT 300 LINKS

PRESIDENT'S MANAGEMENT AGENDA:

PRESIDENT'S MANAGEMENT AGENDA (PMA) INITIATIVES AND GOALS
HTTP://WWW.WHITEHOUSE.GOV/OMB/BUDGET/FY2002/MGMT.PDF

THE PMA GUIDING PRINCIPLES
HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A11/CURRENT_YEAR/S26.PDF

THE FEDERAL ENTERPRISE ARCHITECTURE (FEA) BUSINESS REFERENCE MODEL (BRM)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

PERFORMANCE GOALS AND MEASURES:

THE DON GUIDE FOR DEVELOPING AND USING IT PERFORMANCE MEASURES
HTTP://WWW.DONCIO.NAVY.MIL/PRODUCTS.ASPX?ID=1293

THE FEDERAL ENTERPRISE ARCHITECTURE (FEA) PERFORMANCE REFERENCE MODEL (PRM)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

ALTERNATIVE ANALYSIS

THE DON CIO POLICY ON QUANTIFIED SAVINGS/COST AVOIDANCES AND MEASURES WHICH
QUANTIFY PERFORMANCE IMPROVEMENTS
HTTP://WWW.DONCIO.NAVY.MIL/POLICYVIEW.ASPX?ID=387

PRESENT VALUE (PV)
HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A094/A094.HTML

RISK INVENTORY AND ASSESSMENT

RISK MANAGEMENT GUIDE FOR DOD ACQUISITIONS
HTTPS://ACC.DAU.MIL/COMMUNITYBROWSER.ASPX?ID=108780

ACQUISITION STRATEGY

CONTRACT TYPES
HTTP://WWW.ARNET.GOV/FAR/

PERFORMANCE-BASED CONTRACTING
HTTP://ACQUISITION.GOV/FAR/05-03/HTML/SUBPART%2037_6.HTML

SECTION 508 STANDARDS
HTTP://WWW.SECTION508.GOV/INDEX.CFM?FUSEACTION=CONTENT&ID=12#TOP

PERFORMANCE BASED MANAGEMENT SYSTEM

PERFORMANCE ASSESSMENT RATING TOOL (PART) REVIEW
HTTP://WWW.WHITEHOUSE.GOV/OMB/EXPECTMORE/

OMB CAPITAL PROGRAMMING GUIDE
HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A11/CURRENT_YEAR/PART7.PDF

PERFORMANCE-BASED MANAGEMENT SYSTEM (PBMS) TOOLS AVAILABLE FROM COMMERCIAL SOURCES
HTTP://WWW.INFOGOAL.COM/PMC/PMCSWR.HTM

PERFORMANCE-BASED MANAGEMENT AIR FORCE
HTTP://WWW.AFCEE.AF.MIL/

INFORMATION ON EARNED VALUE MANAGEMENT SYSTEM (EVMS) FACTORS/COMPUTATIONS
HTTP://WWW.ACQ.OSD.MIL/PM/

ENTERPRISE ARCHITECTURE

REGISTRATION IN THE DON ENTERPRISE ARCHITECTURE (DON APPLICATIONS AND DATABASE MANAGEMENT SYSTEM (DADMS) DATABASE) SEC
HTTPS://WWW.DADMS.NAVY.MIL/

DOD INSTRUCTION 5000.2, "OPERATION OF THE DEFENSE ACQUISITION SYSTEM", PARAGRAPH 3.2.1
HTTPS://AKSS.DAU.MIL/DAG/DOD5000.ASP?VIEW=DOCUMENT&DOC=2

BRM LINES OF BUSINESS AND SUB-FUNCTIONS BY BUSINESS AREA
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

PROCESSING OF SPATIAL DATA AND POLICIES ON STANDARDS IN OMB CIRCULAR A-16
HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A016/A016_REV.HTML

JOINT TECHNICAL ARCHITECTURE (JTA)
HTTP://WWW.DEEPSLOWEASY.COM/HFE%20RESOURCES/JTA%20USER%20GUIDE.PDF

FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC)
HTTP://WWW.FGDC.GOV/STANDARDS/STANDARDS_PUBLICATIONS/

DOD POLICY REGARDING POLICIES CONCERNING THE QUALITY OF INFORMATION DISSEMINATED TO THE PUBLIC
HTTP://WWW.WHITEHOUSE.GOV/OMB/INFOREG/AGENCY_QUALITY-DOD.PDF

DOD EA VISUALIZATION DOCUMENT
HTTPS://WWW.INTELINK.GOV/WIKI/DODCIO/DODEA

FEDERAL ENTERPRISE ARCHITECTURE PROGRAM MANAGEMENT OFFICE (FEAPMO)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

THE FEDERAL ENTERPRISE ARCHITECTURE (FEA) SERVICE COMPONENT REFERENCE MODEL (SRM)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

DOD TECHNICAL REFERENCE MODEL (TRM)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

THE FEDERAL ENTERPRISE ARCHITECTURE (FEA) TECHNICAL REFERENCE MODEL (TRM)
HTTP://WWW.WHITEHOUSE.GOV/OMB/E-GOV/FEA/

FINANCIAL AND FEEDER SYSTEM INVENTORY DATABASE (FFSID)
HTTPS://WWW.FMOSYSTEMS.NAVY.MIL/FFSID/HOME/INDEX.CFM

INFORMATION ASSURANCE

DOD POLICY ON INFORMATION ASSURANCE POLICY
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/850001P.PDF

INFORMATION ASSURANCE IMPLEMENTATION
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/850002P.PDF

INFORMATION ASSURANCE STRATEGIES PRIOR TO CONTRACT AWARDS (DoDINST 5000.2P)
HTTP://WWW.ACQ.OSD.MIL/DPAP

INFORMATION ASSURANCE (DoD DIRECTIVE 8500.1)
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/850001P.PDF

INFORMATION ASSURANCE IMPLEMENTATION (DoDINST 8500.2)
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/850002P.PDF

DON INFORMATION ASSURANCE POLICY (SECNAVINST 5239.3)
HTTP://WWW.FAS.ORG/IRP/DODDIR/NAVY/SECNAVINST/5239_3.HTM

PRIVACY

DON AND HIGHER AUTHORITY PRIVACY POLICIES, PROCEDURES AND TOOLS.
HTTP://WWW.PRIVACY.NAVY.MIL

PROTECTING SENSITIVE COMPARTMENTED INFORMATION WITHIN INFORMATION SYSTEMS (DCID 6/3)
HTTP://WWW.FAS.ORG/IRP/OFFDOCS/DCID_6-3_20POLICY.HTM

PROTECTING SENSITIVE COMPARTMENTED INFORMATION WITHIN INFORMATION SYSTEMS (DCID 6/3-MANUAL)
HTTP://WWW.FAS.ORG/IRP/OFFDOCS/DCID_6-3_20MANUAL.HTM

DoD PRIVACY PROGRAM DIRECTIVE
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/540011P.PDF

DoD PRIVACY PROGRAM REGULATION
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/540011R.PDF

DoD CIO PIA WEBSITE
HTTP://WWW.DEFENSELINK.MIL/CIO-NII/POLICY/PIA.SHTML

SECURITY

DoD INFORMATION ASSURANCE CERTIFICATION AND ACCREDITATION PROCESS (DIACAP)
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/851001P.PDF

FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA) (FORMERLY KNOWN AS GISRA) (I.E., TITLE III, PUBLIC LAW 347-107)

HTTP://FRWEBGATE.ACCESS.GPO.GOV/CGI-BIN/GETDOC.CGI?DBNAME=107_CONG_PUBLIC_LAWS&DOCID=F:PUBL347.107.PDF

SECURITY OF FEDERAL AUTOMATED INFORMATION RESOURCES (OMB CIRCULAR A-130, APPENDIX III)
HTTP://WWW.WHITEHOUSE.GOV/OMB/CIRCULARS/A130/A130APPENDIX_III.HTML

NIST GUIDE FOR DEVELOPING SECURITY PLANS FOR INFORMATION TECHNOLOGY SYSTEMS
HTTP://CSRC.NIST.GOV/

DoD INFORMATION SECURITY PROGRAM
HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/PDF/520001P.PDF

NIST PUBLICATION: INFORMATION TECHNOLOGY SECURITY TRAINING REQUIREMENTS
HTTP://CSRC.NIST.GOV/PUBLICATIONS/NISTPUBS/800-16/800-16.PDF

DON POLICY REQUIRING THE REPORTING OF INCIDENTS TO NAVCIRT
HTTP://DONI.DAPS.DLA.MIL/DIRECTIVES/02000%20TELECOMMUNICATIONS%20AND%20DIGITAL%20SYSTEMS%20SUPPORT/02-200%20COMMUNICATIONS%20SECURITY%20SERVICES/2201.2.PDF

MARINE CORPS POLICY FOR REPORTING INCIDENT TO MARCIRT
HTTP://WWW.MARCORSYSCOM.USMC.MIL/SITES/IA/REFERENCES/DON/NAVSO%20P5239-04%20ISSM%20GUIDE.PDF

DHS FEDCIRC INCIDENT REPORTING REQUIREMENTS
HTTP://WWW.US-CERT.GOV/FEDERAL/

NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM)
HTTP://NSI.ORG/LIBRARY/GOVT/NISPOM.HTML

GOVERNMENT PAPERWORK ELIMINATION ACT (GPEA)

PAPERWORK REDUCTION ACT

HTTP://WWW.CDT.ORG/LEGISLATION/105TH/DIGSIG/GOVNOPAPER.HTML

DoD GPEA PLAN
HTTP://WWW.DONCIO.NAVY.MIL/(EMRQDYNNVD5TP0Y4KVRIYS55)/CONTENTVIEW.ASPX?ID=287

DON PRA CONTROL NUMBERS
HTTP://WWW.WHITEHOUSE.GOV/OMB/LIBRARY/OMBINV.HTML

CAPITAL PLANNING

DON INFORMATION TECHNOLOGY CAPITAL PLANNING GUIDE
HTTP://WWW.DONCIO.NAVY.MIL/(2B1HM555ITH00R555THYAZAP)/CONTENTVIEW.ASPX?ID=652

FINANCIAL MANAGEMENT SYSTEM
HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/02B/02B_18.PDF

RDT&E – INCREMENTAL PROGRAMMING AND BUDGETING BASIS
HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/02A/02A_01.PDF

E-GOVERNMENT ACT

E-GOVERNMENT ACT OF 2002 (PUBLIC LAW 107-347)
HTTP://FRWEBGATE.ACCESS.GPO.GOV/CGI-BIN/GETDOC.CGI?DBNAME=107_CONG_PUBLIC_LAWS&DOCID=F:PUBL347.107.PDF

IT Dashboard

FAQ - For Agencies

Background:

On June 1, 2009 the Administration launched the IT Dashboard. Through the IT Dashboard, Federal agencies and the public will have the ability to view details of Federal information technology investments online and to track their progress over time. The IT Dashboard displays data received from agency Exhibit 53 and 300 submissions, including general information in over 7,000 Federal IT investments, and detailed data for nearly 800 of those investments agencies classify as "major". Agency Chief Information Officers are responsible for evaluating and updating select data on a regular basis, which is accomplished through interfaces provided by the dashboard. Below are the frequently asked questions (FAQs) and answers related to the agencies use of the dashboard.

General Questions

1. What information will the IT Dashboard display?
2. Who has access to update information in IT Dashboard?
3. Can data quality updates be made to BY 2011 data?

Handling of Sensitive Information

4. Should we be redacting sensitive data in our submissions to OMB?
5. How do we prevent the release of pre-decisional information?
6. What about procurement-sensitive information?
7. Does the IT Dashboard publish security information on the individual investments?
8. How does the IT Dashboard protect private data?
9. Is Program/Project Manager information displayed to the public?
10. Does IT Dashboard display cost data for each milestone, including future ones?
11. Does the dashboard display performance metrics beyond the current execution year?

Submitting Data to the IT Dashboard

12. How do we submit data to the IT Dashboard?
13. Is there an ability to feed data via XML as an alternative to data entry screens?
14. Does monthly reporting also apply to cost/schedule data for non-major investments reported on the Exhibit 53?
15. How do we update information regarding the agency CIO?

CIO Ratings

16. What is the "Evaluation by Agency CIO" (Evaluation) rating?
17. What factors does a CIO use to rate an investment?
18. How often should a CIO enter the Evaluation for an investment?

ANSWERS:

GENERAL QUESTIONS

1. What information does the IT Dashboard display?

The IT Dashboard displays a subset of data from agency Exhibits 53 and 300, and agencies update milestone information, agency CIO evaluations, and other collected investment information. For a comprehensive list of data elements available to the public on the IT Dashboard, see "Publicly Available Data Fields" at the end of this document.
The following agencies have data available on the IT Dashboard:
- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- U.S. Agency for International Development (USAID)
- Department of Transportation
- Department of the Treasury
- Department of Veterans Affairs
- Corps of Engineers
- Environmental Protection Agency
- General Services Administration

- National Aeronautics and Space Administration
- National Archives and Records Administration
- National Science Foundation
- Nuclear Regulatory Commission
- Office of Management and Budget
- Office of Personnel Management
- Small Business Administration
- Smithsonian Institution
- Social Security Administration

2. Who has access to update information in IT Dashboard?

Only agency-authorized ITWeb users will have access privileges to the IT Dashboard "My Investments" screen, where data updates are made. This screen will not be visible to those without access, or the general public.

3. Can data quality updates be made to BY 2011 data?

Agencies will be given an opportunity to update full investments until April 30th. After this, agencies will only be able to do monthly updates using XML API or IT Dashboard interface. It is the agency's responsibility to maintain the consistency between the data in their internal systems and the data on IT Dashboard.

Handling of Sensitive Information

4. Should we be redacting sensitive data in our submissions to OMB?

No. The IT Dashboard does not include data regarding the security or privacy investments (as reported in Section E of the Exhibit 300). Furthermore, procurement information is provided for active contracts only (as reported in Section C of Exhibit 300) and out-year milestone costs are not displayed. USAspending.gov is the source of the award information for much of the procurement data. USAspending.gov pulls data from the publicly-accessible Federal Procurement Data System (FPDS) every two weeks. To prevent the exposure of potentially sensitive data, agencies should always review submissions for possible sensitive data in inappropriate data fields and proper identification of data in published fields as sensitive (e.g., avoid identifying contracts not yet awarded as "awarded" or aspects of the agency acquisition strategy.)

5. How do we prevent the release of pre-decisional information?

The final Exhibits 300 and 53 for the FY 2011 Budget Year (as submitted in March 2010) should be based on Presidential Budget decisions. Exhibit 53 and 300 data that agencies submit this fall for the FY 2012 Budget cycle will be considered pre-decisional and will not be publicly posted on the IT Dashboard until after release of the FY 2012 Presidential Budget. At this point, future spending, defined as beyond the budget requested year and as provided in the Summary of Spending table in Section B of the Exhibit 300, will not be displayed on the IT Dashboard. Future milestones (as provided in Section C of the Exhibit 300) are not considered pre-decisional and will be displayed on the IT Dashboard, with the exception of the associated cost data (see also Question #13.)

6. What about procurement-sensitive information?

The IT Dashboard displays no procurement-sensitive information from Exhibit 300. Additional acquisition data associated with contracts identified in Exhibit 300 (e.g. contractor name,) are pulled from publicly available USAspending.gov (see Question #7.)

7. Does the IT Dashboard publish security information on the individual investments?

The IT Dashboard displays no security-related information. Any decisions related to publication of security data, in the future, will be done in coordination with submitting agencies and reflected in future guidance.

8. How does the IT Dashboard protect private data?

The IT Dashboard only displays information that has been authorized to be released via application and database controls. As always, it is incumbent upon the agencies to review their submissions for the inadvertent inclusion of private data in an inappropriate field.

9. Is Program/Project Manager information displayed to the public?

The IT Dashboard does not provide the name of the Program/Project Manager of an investment. Release of this information will be decided on in the future and will be done in coordination with agencies and reflected in future guidance.

10. Does the IT Dashboard display cost data for each milestone, including future ones?

No. Planned cost date for future milestones will be obscured in the ITDB public views, but will be displayed at the aggregate level. However, schedule data for future milestones is displayed.

11. Does the dashboard display performance metrics beyond the current execution year?

All performance metrics will be displayed on the IT Dashboard for all years reported in Exhibit 300.

SUBMITTING DATA TO THE IT DASHBOARD

12. How do we submit data to the IT Dashboard?

For the IT Dashboard, cost and schedule data, contracts data, Performance Metrics, Reports and Evaluations by Agency CIOs (Evaluations) will be updated using XML API (System-to-System Integration or Manual XML Load) or the built-in interface available via the application. Only to users with valid MAX credentials will be able to do the data updates.

13. Is there an ability to feed data via XML as an alternative to data entry screens?

Yes. Details of the XML API can be found on the IT Dashboard in the manual "Updating Agency Data in the IT Dashboard".

14. Does monthly reporting also apply to cost/schedule data for non-major investments reported on the Exhibit 53?

Cost and schedule reporting are only required for major investments, on a monthly basis. At this time, there are no plans to enable monthly updates to non-major investments.

15. How do we update information regarding the agency CIO?

Agency CIOs' biographical information, photos, and contact information available on IT Dashboard will be supplied via data feeds from www.cio.gov. Make any necessary updates to CIO.gov

CIO RATINGS

16. What is the "Evaluation by Agency CIO " (Evaluation) rating?

Evaluations are one of three component ratings driving the overall investment score; the other two are "Cost" and "Schedule." The agency CIO should rate each investment based on his or her best judgment, using a set of pre-established guidelines (see Question 20.) As a rule, the Evaluation should reflect the CIO 's assessment of the risk of the investment 's ability to accomplish its goals. While cost and schedule reflect past and current performance, the Evaluation should consider these as only two of several key indicators of future investment success. CIOs should consult with appropriate stakeholders in making their evaluation, such as Chief Acquisition Officers, program managers, etc.

17. What factors does a CIO use to rate an investment?

The following factors and supporting examples should be used to inform the Evaluation:

Evaluation Factor	Supporting Examples
Risk Management	1. Risk Management Strategy Exists 2. Risks are well understood by senior leadership 3. Risk log is current and complete 4. Risks are clearly prioritized 5. Mitigation plans are in place to address risks
Requirements Management	1. Investment objectives are clear and scope is controlled 2. Requirements are complete, clear and validated 3. Appropriate stakeholders are involved in requirements definition
Contractor Oversight	1. Acquisition strategy is defined and managed via an Integrated Program Team 2. Agency receives key reports, such as earned value reports, current status, and risk logs 3. Agency is providing appropriate management of contractors such that the government is monitoring, controlling, and mitigating the impact of any adverse contract performance
Historical	1. No significant deviations from planned cost and schedule

Evaluation Factor	Supporting Examples
Performance	2. Lessons learned and best practices are incorporated and adopted
Human Capital	1. Qualified management and execution team for the IT investments and/or contracts supporting the investment 2. Low turnover rate
Other	1. Other factors that the CIO deems important to forecasting future success

Evaluation (By Agency CIO)	Points	Color
5-Low Risk	10	Green
4-Moderately Low Risk	7.5	Green
3-Medium Risk	5	Yellow
2-Moderately High Risk	2.5	Red
1-High-Risk	0	Red

18. How often should a CIO enter the Evaluation for an investment?

The Evaluation can and should be updated at any time throughout the life of the investment. CIOs should update the rating as soon as new information becomes available that impacts the assessment of a given investment. Evaluation scores are be assessed on a five-point scale, as follows:

COST AND SCHEDULE AND PERFORMANCE

19. What is the difference between an IT investment and an IT project?

An IT investment can be made up of one or more IT projects. Each IT investment should be a discrete line item in the agency's Exhibit 53. Projects are generally reflected as individual items in level 1 of an investment's work breakdown structure (WBS). IT contracts are not necessarily IT investments but are generally used to support IT investments and IT projects.

20. At what level should information be reported to the IT Dashboard?

For each investment, provide the milestones used to measure cost and schedule performance, representing only one level of the investment's Work Breakdown Structure. This should generally show Level 3 of the Work Breakdown Structure. See the Exhibit 300 for more information.

21. How does the IT Dashboard calculate Cost and Schedule ratings?

Cost Rating

Cost rating is calculated as the variance between the actual costs of an investment's milestones and their planned costs to date in dollars as a percentage of total costs.

Using the above variables, the following calculation will be used to compute the Cost rating for each investment:

Field	Description
Planned Cost to Date	Planned Cost * Planned % Complete
Milestone Cost Variance	(Planned Cost to Date) - Actual Cost
Investment Cost Variance	sum(all milestone cost variances)
Investment % Cost Variance	(Investment Cost Variance) / sum(Planned Costs to Date)

Schedule Rating

Schedule rating is calculated as the variance between the investment's planned and actual progress so far, in days as a percentage of the scheduled work so far.

Field	Description
Milestone Schedule Variance (Completed Milestones)	Planned Completion Date - Actual Completion Date
Milestone Schedule Variance (In-Progress Milestones)	(Actual Percent Complete - Planned Percent Complete) * (Planned Completion Date - Start Date)
Investment Total Schedule Variance	sum(all schedule variances)
Investment % Schedule Variance	sum(all schedule variances) / sum(duration of completed and in-progress milestones)

The investment's Cost / Schedule Rating (0-10) is determined by translating the Investment % Cost / Schedule Variance to 0-10 scale using a continuous scale described by the following values:

% Cost / Schedule Variance (use absolute value)	Cost / Schedule Rating (0-10)
3.33% to 0%	9.00 to 10
6.67% to 3.33%	8.00 to 9.00
10% to 6.67%	7.00 to 8.00
15% to 10%	6.00 to 7.00
20% to 15%	5.00 to 6.00
25% to 20%	4.00 to 3.00
30% to 25%	3.00 to 4.00
36.67% to 30%	2.00 to 3.00
43.33% to 36.67%	1.00 to 2.00
50% to 43.33%	0 to 1.00
>50%	0

Cost / Schedule Color is determined as follows:

Cost / Schedule Rating	Color
Greater than 7 up to and including 10	Green
Greater than 3 up to and including 7	Yellow
Greater than 0 up to and including 3	Red

22. How is the overall rating calculated?

The Evaluation, Cost, and Schedule ratings will each represent one third of the Overall Rating for the investment. Where the CIO's Evaluation is lower than or equal to both the Cost and Schedule ratings, it entirely overrides those ratings and represents 100% of the Overall Rating. Any investment not yet rated will default to an Evaluation rating of "0".

23. Is there a process for requesting and/or approving baseline changes within the IT Dashboard?

The IT Dashboard does not have an approval workflow function. Only baselines approved in accordance with agency policy should be entered into the IT Dashboard by an authorized user.

24. Does the Dashboard differentiate between development, modernization, and enhancement (DME) and steady state (SS) costs ?

The IT Dashboard does not distinguish between DME and SS (as collected in Exhibit 53) for Cost and Schedule ratings. The planning and acquisition, and operations and maintenance (O&M) milestones (from Exhibit 300) will be used for Cost and Schedule calculations.

CONTRACTS

25. Should interagency agreements be included, even if they cannot be found in FPDS/USA Spending?

The exhibit 300 has a field in the contracts table to identify interagency agreements and agencies should continue to report this data. Since this type of spending is not collected in FPDS, the IT Dashboard does not identify these contracts as invalid procurement IDs. OMB recognizes there is no authoritative source to validate these agreements at this time.

26. How will the IT Dashboard handle contract numbers that do not match the FPDS database?

The IT Dashboard clearly indicates an invalid procurement ID for those contracts for which a matching contract number cannot be found in FPDS, and there is no link available for further contract information. Each contract line item that is not matched by the agency with FPDS (or USAspending.gov) is clearly indicated with a red "x" symbol in the IT Dashboard as an invalid procurement ID.

27. What data structure should we use to help identify contract numbers in FPDS?

To assist in the linkage of Contract/Task Order Numbers from the Acquisition Strategy table to FPDS, agencies should provide the following information for "Contract/Task Order Numbers" based on the FPDS-NG data requirements (as specified in the FPDS-NG Data Element Dictionary-http://www.fpdsng.com/downloads/FPDS-Data-Dictionary-Version1.3.pdf):

Part of Indefinite Delivery Vehicle (IDV)?	Procurement Instrument Identifier	Example
No	Data Element 1A (NTE 50 characters)	"00063200203DNBCHC020042"
Yes	Data Element 1A, and the Referenced PIID, Data Element 1C (NTE 100 characters)	"GS09Q08DN0165-IDV-GS10F0216N"

PUBLICLY AVAILABLE DATA FIELDS

Data Element	Source
Unique Project Identifier (to identify investment to update)	Exhibit 300, Part I: Section A
Date of Submission	Exhibit 300, Part I: Section A
Investment Name	Exhibit 53
Investment Description	Exhibit 53
Agency CIO Name	CIO.gov
Agency CIO Email	CIO.gov
Agency CIO Photo	CIO.gov
Agency CIO Bio	CIO.gov
Awarded Contracts: Contract Number	Exhibit 300, Part I: Section C
Awarded Contracts: Award Date	USAspending.gov
Awarded Contracts: Total Value of Contract/Task Order	USAspending.gov
Awarded Contracts: Vendor Name	USAspending.gov
Awarded Contracts: Type of Contract	Exhibit 300, Part I: Section C
Awarded Contracts: Start Date of Contract	Exhibit 300, Part I: Section C
Awarded Contracts: End Date of Contract	Exhibit 300, Part I: Section C
Performance Information: Strategic Goal Supported	Exhibit 300, Part I: Section D
Performance Information: Measurement Area	Exhibit 300, Part I: Section D
Performance Information: Measurement Indicator	Exhibit 300, Part I: Section D
Performance Information: Baseline	Exhibit 300, Part I: Section D
Performance Information: Actual Results	Exhibit 300, Part I: Section D
Performance Information: Target	Exhibit 300, Part I: Section D
Performance Information: Rating	System (input)
Cost/Schedule: Milestone Description	Exhibit 300, Cost/Schedule table
Cost/Schedule: Percent Complete	Exhibit 300, Cost/Schedule table & System (input)
Cost/Schedule: Planned Completion Date	Exhibit 300, Cost/Schedule table
Cost/Schedule: Actual Completion Date	Exhibit 300, Cost/Schedule table & System (input)
Cost/Schedule: Planned Start Date {NEW}	System (input)
Cost/Schedule: Actual Start Date {NEW}	System (input)
Cost/Schedule: Budgeted Cost of Work Scheduled (to date) or Planned Value (to date) {NEW}	System (input)
Cost/Schedule: Total Planned Cost	Exhibit 300, Cost/Schedule table
Cost/Schedule: Total Actual Cost	Exhibit 300, Cost/Schedule table & System (input)
Cost/Schedule: Cost Variance	Calculated
Cost/Schedule: Schedule Variance	Calculated

A. Work Breakdown Structure (WBS). This term is defined as:
   1. A product-oriented family tree composed of hardware, software, services, data, and facilities. The family tree results from systems engineering efforts during the acquisition of a defense materiel item.

   2. A WBS displays and defines the product, or products, to be developed and/or produced. It relates the elements of work to be accomplished to each other and to the end product. In other words the WBS is an organized method to breakdown a product into sub-products at lower levels of detail.

   3. A WBS can be expressed down to any level of interest. Generally, the top three levels are sufficient unless the items identified are high cost or high risk. Then, is it important to take the WBS to a lower level of definition.

B. Level Identification. The top three levels are specified in a WBS.

   - Level 1 is the entire defense materiel item, a program element, project or subprogram, for example, an electronic system. An "electronic system" might be a command and control system, a radar system, a communications system, a management information system, a sensor system, navigation or guidance system, or electronic warfare system.

   - Level 2 elements are the major elements subordinate to the Level 1 major elements, for example, an air vehicle of a missile or aircraft system, or the complete round of an ordnance system. These major elements are prime mission products, which include all hardware and software elements. Level 2 elements also include aggregations of system level services (like system test and evaluation, or systems engineering and program management), and data.

   - Level 3 elements are elements subordinate to Level 2 major elements, including hardware and software and services. For example, the radar data processor of the fire control radar or, the Developmental Test and Evaluation (DT&E) subordinate element of System Test and Evaluation, or technical publications element of Technical Data. Lower levels follow the same process.