



DAMIR

<https://ebiz.acq.osd.mil/damir>

MAIS Annual Report (MAR) User's Guide

Developed for OUSD (AT&L)

by

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Overview

INTRODUCTION

Major Automated Information Systems (MAIS) are required to provide an annual report to Congress which presents a current estimate of program status. This report, the MAIS Annual Report (MAR), provides information about program Schedule, Performance, and Cost, as well as other information that is relevant to congressional oversight. The Defense Acquisition Management Information Retrieval (DAMIR) System provides the capability to both enter this information and access various views of it.

SECURITY

Until the MAR is released to Congress, it is essential to protect the information from the time it is entered, through its review cycle, until it is deemed correct and complete. To support this protection, user access is controlled by a number of security features – both within the DAMIR product and through the web hosting environment. DAMIR is hosted by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)). Because the OUSD (AT&L) network is access controlled, an account with the network and identification certification is required. Identification certification is provided through either a Common Access Card (CAC) or an appropriate External Certification Authority (ECA) certificate. The DAMIR website is also protected through the use of the secure hypertext transfer protocol (HTTPS), which encrypts the data transferred in both directions. Finally, the data housed in the DAMIR database is identified by program and data type. Users are assigned specific privileges related to the programs they are permitted to view and the type of information they may access.

It is important to note that part of the AT&L network security protocol is to monitor accounts for activity. When an account is dormant for more than 30 days, the account is deactivated. That means that if you do not use DAMIR at least once every 30 days, you may find that you are unable to access the product when you need to. To reactivate your account, contact the DAMIR Hotline (see Other References).

USERS

The privileges assigned to a user's DAMIR account determine not only the data that is presented, but the features that allow access to that data. With respect to the MAR information and tools, access depends on whether the data has been released for the user to view and whether the user is able to create, edit, or move the data through the release process. There are generally five roles in accessing MAR information:

Viewers – These users have access to MAR information after the information has been reviewed and released to Congress. This is the default role for all DAMIR users. The MAR is only accessible in the Program View once it has been finalized.

Reviewers – These users have access to MAR information at identified points in the release process for the sole purpose of reviewing the MAR in preparation for its release. Reviewers cannot edit the MAR, but are able to see all aspects of it and make comments either on the MAR as a whole or on specific sections. The MAR is only accessible in the Program View; however, some additional features are available.

Certifiers – Users who can review the MAR but can also act on the MAR to certify the Business Case Alignment have a unique privilege within DAMIR. Acting as a reviewer, these users can view the MAR document once it has been released to

the appropriate level of visibility. However, when viewing the Business Case Alignment, they are also offered a control that will permit certification of the Business Case. CAC information is trapped and provided in concert with the Business Case from that point forward. The Business Case is then no longer editable.

Editors – These users have access to MAR information at identified points in the release process and are capable of making changes to any and all data sections. Generally, editors are only specifically defined at the Program Office level. These users have access to the MAR in both the Program View and the data collection area (using the MAR [Create/Edit](#) hyperlink). It is recommended that any changes be coordinated with the Component Headquarters Chapter 144A Point of Contact. Editors also have access to the [Manage Submissions](#) tool, available from the DAMIR Portal in the “Other Data Capture” group.

Releasers – There must be at least one Releaser defined at each point in the release process. These users are capable of reviewing, editing, and moving the MAR either forward or back in the release process. Moving a MAR forward to the next point for review is known as a “release”. Moving a MAR backward to a previous point for rework is known as an “assignment”. Releasers are, therefore, the gatekeepers of the review and release process. These users have access to the MAR in both the Program View and the data collection area (using the MAR [Create/Edit](#) hyperlink). They also have access to the [Manage Submissions](#) tool that is available from the Portal, Other Data Capture group.

These roles can be associated with one or more steps in the process of releasing a MAR. A user may have any combination of roles at one or more steps in the process. However, if a user only has roles at a higher step in the process, he or she will not be able to see the report until it has been released to that level. Conversely, a user at the lowest level of the process always has visibility into the report. However, only users with edit privileges at the current level of release are able to edit the report. Users at the lowest level of the process who have edit privileges are the only users who are able to create the MAR report.

GETTING DAMIR TRAINING

Because of the nature of the work involved with creating, editing, and releasing the MAR, it is strongly recommended that you attend, at a minimum, the “Introduction to DAMIR” training course provided by OSD, particularly if you have privileges to edit or release a MAR. For information on the dates and times of available training, please refer to the DAMIR public website or contact the DAMIR Hotline (see Other References).

GETTING A DAMIR ACCOUNT

Users with accounts on the AT&L network are automatically provided with a DAMIR account when they try to access the DAMIR website. If you do not have access to the AT&L network or are unable to reach the DAMIR website, please contact the DAMIR Hotline (see Other References) to request an account. Your request should be forwarded through a DAMIR point of contact (POC) in order to ensure that the proper access privileges are provided for you. Your DAMIR POC will also be able to request changes in privileges should your requirements change.

A DAMIR POC has been identified within every organization and office using DAMIR. If your organization or office has not previously used DAMIR, please have an existing DAMIR POC, either through the Component hierarchy or within OSD, make the request for you. If

you are unsure of whom to contact, the DAMIR Hotline will be happy to assist (see Other References).

CLASSIFICATION

DAMIR is currently designed to allow data entry of unclassified information only for the MAR. If the required information is classified, the word "CLASSIFIED" is inserted instead of the classified data, and a footnote is added saying (for example) "* Specific values of Objectives and Thresholds are classified and are defined in the program's Capability Development Document dated June 29, 2007." Future versions of DAMIR will provide a secure website for including classified information.

OTHER REFERENCES

DAMIR Website - <https://ebiz.acq.osd.mil/damir>

DAMIR Hotline:

Email	osd.damir@mail.mil	For questions related to accounts and privileges
Email	damir@caci.com	For questions related to the application features including data entry and viewing reports
Phone	703-679-5345	Any questions, manned 8 a.m. - 5 p.m. M-F

DAMIR has a website which does not require identity certification (e.g., CAC). This site provides information about training, guidance, and other documentation supporting the DAMIR product. The DAMIR Public Website is found at:
<http://www.acq.osd.mil/damir>

Information on MAR Policy and specific annual preparation instructions are available at:
<https://acc.dau.mil/CommunityBrowser.aspx?id=227820&lang=en-US>

The Cost Assessment and Program Evaluation (CAPE) Cost estimate to prepare the MAR is calculated using the CAPE Cost and Report Study Calculator at:
<http://www.cape.osd.mil/costguidance/>

Updates to this guide are available on the DAMIR Public Website or by contacting the DAMIR Hotline.

Supporting DAMIR Automation

MAR ORIGINAL ESTIMATE

The implementation of the MAR in DAMIR is unique because the MAR Original Estimate (MAR OE) is not entered as part of the MAR. It stands alone as a separate entity in DAMIR. A baselined program must have a MAR OE created and approved in DAMIR before a MAR can be created. A MAR OE should be submitted soon after the first APB has been approved or a Critical Change Report submitted to Congress. It is initialized from an APB or a previous MAR OE and should not be altered. It is approved through a process similar to the MAR.

The MAR OE remains constant through the life cycle of a MAIS program unless the program experiences a Critical Change. The first MAR OE and any MAR OE that is required as a result of a Critical Change must be initialized from the approved APB. The only exception to this is when the Full Deployment (FD) date must be indicated "TBD" in a final MAR OE. In this case, a new MAR OE can be established following the MDA approval of the Full Deployment Decision (FDD) Acquisition Decision Memorandum (ADM) that provides an Objective FD date. The MAR OE in this case is created from the previous MAR OE. The only acceptable change from the previous OE is the addition of the FD Objective date. In either case, the process of creating, editing, and releasing a MAR OE is very similar in process to the MAR. Remember that your MAR OE must be finalized in DAMIR before your MAR can be initialized.

If you need to create a MAR OE and are uncertain about how to proceed, please contact the DAMIR Hotline.

ACRONYMS

The DAMIR implementation of the MAR differs from typical documents and reports in how acronyms and abbreviations are handled. Because DAMIR allows users to view each section of the report independently, it is necessary to consider acronyms and abbreviations on a section-by-section basis. This means there are a few rules for using acronyms and abbreviations that differ from typical documentation standards:

- For most sections, each phrase that can be abbreviated should first be used in its full form and followed by the acronym or abbreviation in parentheses (e.g. "Full Deployment Decision (FDD)"). Any other time that phrase is used after that, the acronym or abbreviation can be used.
- For Schedule and Performance, because acronyms and abbreviations are so useful to concisely state the milestone or characteristic, it is acceptable to use only the acronym or abbreviation in the tabular data. There is a separate area for acronyms and abbreviations that must contain the full phrase for each acronym or abbreviation used. That list of acronyms and abbreviations should include items used in either the table or in the memo.
- Any given phrase must first be used in its full form at least once in every section in which it is used (except for Schedule and Performance) before the acronym or abbreviation can be used. For example, it is not enough to use the full form with the acronym in the Program Description section and then use the acronym in the Program Status section. The Program Status section must also have the full form of the phrase.
- The main exception to these rules is if the acronym is the common name for the program. The program name should be used in its full form in the Program Description section, but the acronym or common name can otherwise be used throughout the MAR.

MAR Preparer's Checklist

[Copy this page to use as a checklist in processing your MAR]

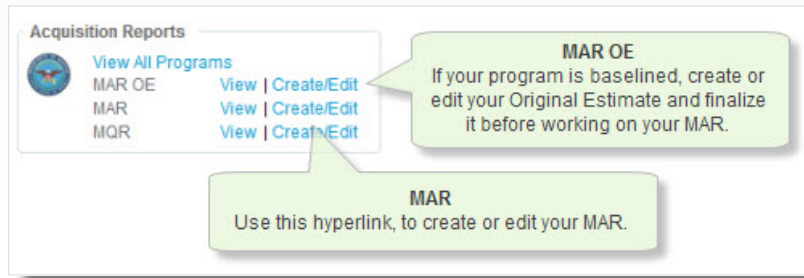
- Locate the previous MAR – if a previous MAR has been submitted, DAMIR will have the data and it can be used to initialize your new submission.
- Gather Program Information
 - Baselined MAIS Programs: The Acquisition Program Baseline (APB) and MAIS Annual Report (MAR) Original Estimate (OE) are finalized in DAMIR.
 - Unbaselined MAIS Programs: Gather any accumulated program documentation useful to describe the Program and decide what Cost/Schedule/Performance information you want to share with Congress (even if it is disclaimed as the baseline/Original Estimate). Examples are draft APB, ICD, CDD, IT-1 Exhibit, SCIR, R-Doc.
- Locate MAR Preparation Guidance, previous MAR submission, and official funding guidance. Some helpful sites:
 - <http://www.acq.osd.mil/damir/guidance.html>
 - <https://acc.dau.mil/CommunityBrowser.aspx?id=227820&lang=en-US>
- Access the DAMIR tool and initialize new MAR submission. Note that DAMIR automatically offers the “as of date” for the current submission
- Review and edit the Program Information sections (Nomenclature/Component, Responsible Office, References, Program Picture, Program Description, and Business Case). The Program Information Sections do not require funding information so these sections can be completed prior to the release of the President's Budget (PB).
- Review and Edit Data Sections
 - Baselined MAIS Programs: Program Status, Schedule, Performance, Cost & Funding, O&S Cost, CAPE Cost
 - Unbaselined MAIS Programs: Program Status, Schedule, Performance, Funding, CAPE Cost
- Complete a thorough comparison of Current Estimates to the official documentation to note all changes.
- Import official escalation indices for current PB year once released. *Please note that the Cost & Funding section can be updated prior to the release of these indices and can be imported once released.
- Be sure to use the link to the CAPE Cost Generator Tool in order to add the New Reference ID and CAPE Cost. The report cannot be finalized without the completion of this section.
- Run the Data Checks under the Submission Status page, Data Checks tab. If possible, try to correct any anomalies prior to releasing the MAR to the next level of review. If there are Data Checks that cannot be resolved, please address them in the Discussion Comments.
- Go to the Program View for your program and generate a Draft report, in PDF format, to review as a whole report.
- Release the submission to the next level.
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- Release the submission to the next level.

MAR Data Entry

There are two main areas of interest related to MAR information. A MAR is displayed in an easily viewed format in the Program View feature. The data for the MAR is entered through the data collection feature, discussed here. Both features are available from the DAMIR Portal.

The DAMIR Portal is the first DAMIR screen accessed when you enter the site. The data collection area is accessed through a group of hyperlinks in the main body of the screen. These hyperlinks provide access, as privileges allow, to the data entry features for each type of report DAMIR supports. If you have the appropriate privileges to edit a MAR, a hyperlink to [Create/Edit](#) is presented in the Acquisition Reporting group next to the MAR reference. Click this hyperlink to proceed.

If the Acquisition Reports group does not contain a hyperlink to [Create/Edit](#) a MAR, it means that you do not have sufficient privileges to edit this report. Please contact the DAMIR hotline (see Other References) if you feel you have incorrect/insufficient privileges.

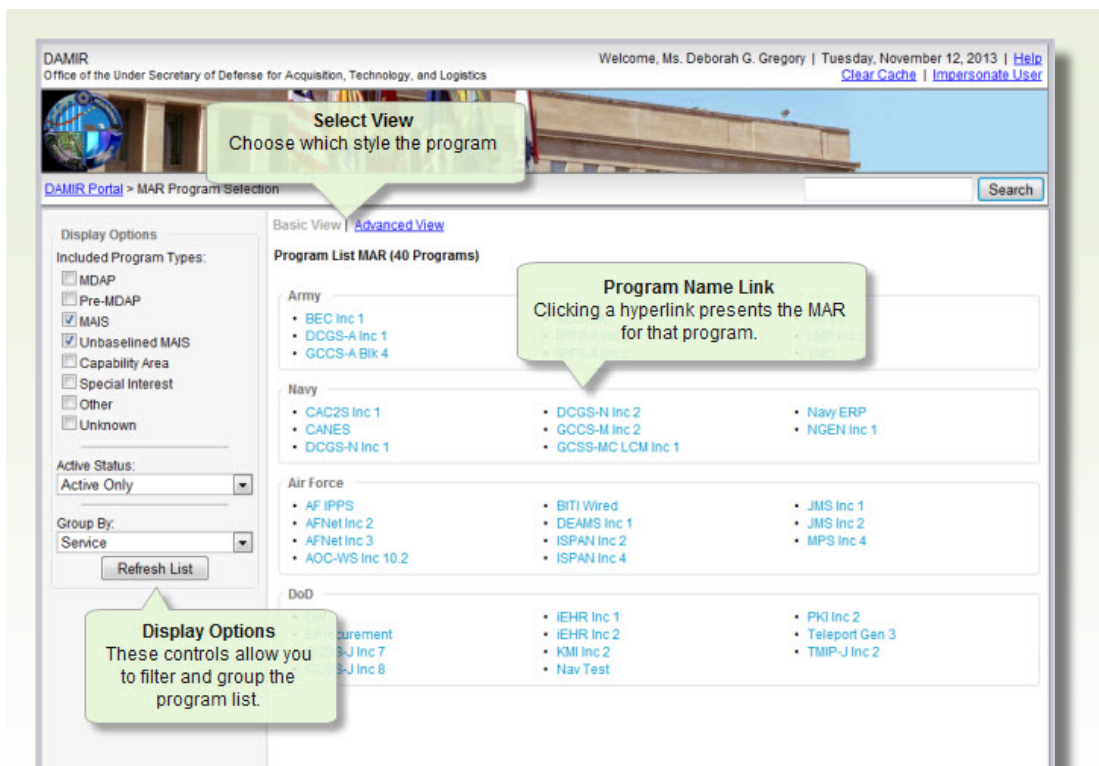


Accessing MAR Data Collection

MAR PROGRAM SELECTION

Since many users have access to the data collection features for several programs, DAMIR provides you with screens to support selecting the program you wish to create or edit. The program selection features provide the means to organize the list of available programs, locate a desired program, and access the MAR data for it. The Basic View is the default view, and is probably the only view you will need to use. However, if you need to see additional information about a program or want to organize the list uniquely, the Advanced View may provide the additional tools you need. You can change the program list view that is displayed using the hyperlinks [Basic View](#) and [Advanced View](#) at the top of the main area of the page.

Both views are supported in the left sidebar with Display Options that provide filtering controls to limit the number of programs displayed. Other display options are presented according to the program view that is displayed. The filtering options are located at the top of the "Display Options" panel and allow you to filter according to the program type. One or more program types can be identified by checking the appropriate checkbox under "Included Program Types". The program types relevant to the MAR are "MAIS" and "Unbaselined MAIS" (formerly called Pre-MAIS). The program list may also be filtered according to the program's status as an active DAMIR program. Note that the "Active Status" drop-down allows you to limit the list to "Active Only", "Inactive Only", or "Show



All". Changing either the checkboxes or the drop-down does not immediately change the program list. Click on the **Refresh List** button to update the list according to your selections. Note that these selections will persist until you change them, even through several DAMIR working sessions.

Note: "Active Status" indicates whether a program is listed as active in DAMIR – usually because it still has an active community of interest, even if the program is no longer an actively reporting program.

Basic View

The Basic View is the default view and provides the simplest interface for locating your program. The list of programs is grouped for easy access and each group is identified appropriately. Within each group, the programs associated with that grouping are identified alphabetically by name. Each program name is a hyperlink that, when clicked, will take you to the MAR data entry features for that program.

The list, by default, is grouped by Service. The grouping can be altered using the drop-down under "Group By:" in the Display Options area of the left sidebar. After selecting a grouping category, click the **Refresh List** button to apply the selection. The program list can be grouped by: Service, Program Type, JCA, or DAES Group.

Advanced View

The Advanced View provides a more versatile program list than the one provided in the Basic View. Beyond simply locating and selecting a desired program, you can view and manipulate the list in a variety of ways. With this view you can quickly access basic information about the programs, sort the list according to any of the displayed details, and export the list to Excel or Word compatible formats. However, its primary purpose is still to provide access to the MAR data entry features for the program you select.

The program list is presented in a tabular format that provides information in a number of columns. By default, the first column is “Name” and provides the program name as a hyperlink that, when clicked, takes you to the MAR data entry features for that program. Any additional columns are displayed depending upon how you have previously configured the program list. To manipulate the list, additional controls are provided in the left sidebar, in the header of the program list table, and in the footer of the program list table.

Using the “Display Options” panel in the left sidebar, you can select the columns that are to be displayed. By default, all checkboxes are checked and, therefore, all columns are displayed. Most of these columns are self-explanatory. However, it is worth noting that the “Active” column is directly related to the “Active Status:” control and indicates that the program is currently active in DAMIR – that is, it has an active community of interest in DAMIR even though it may be an inactive program. “Status”, on the other hand, indicates the actual program active status. Also, “Organization” indicates the current OIPT Lead Organization. If the controls indicate that more columns are selected than are visible, or portions of a column are not shown, scroll down the page to locate the horizontal scrollbar below the program list table. This scrollbar will give you access to column information that was not previously visible.

If the program list is lengthy, the entire list may not be visible immediately. The program list table uses DAMIR preferences for page sizing to determine how many programs to display at one time. The default for page sizing is 10 rows. (This is configurable through the [Update My Information](#) link in the “Administration” group on the DAMIR portal.) At any time you can page through the data using the numeric and iconic paging controls in the table footer. You also can change the page sizing using the page size control in the table footer. Be aware that changes to the page sizing are only in effect while the page is displayed. Leaving the program list and returning will reset the page size to the original setting.

To organize the information in the program list, you may sort columns using the table headers. To sort a single column, click on the text of that column's header. The table will refresh and display the program list ordered by the data in that column. The column will show an upward-pointing triangle, indicating that an ascending sort on that column is active. Clicking the column header a second time will reverse the sort order and the triangle icon. A third click will clear the sort. Sort multiple columns by first establishing the sort in the primary sort column, then sorting on successive columns in turn.

MANAGING A MAR SUBMISSION

Now that you have identified the program you are interested in creating or editing, DAMIR allows you to perform general management of the MAR. You will be asked to either initialize a new MAR submission or manage the existing one. Managing the MAR is as simple as continuing to edit it or choosing to delete it.

Creating a MAR

If the MAR has not already been created, you will need to initialize it before you can begin entering data. DAMIR will determine automatically if you need to initialize and will present you with the appropriate screen. The initialization screen provides you with the information about a previous submission that can be used for initialization, if one is available. DAMIR will automatically provide the appropriate date for your MAR. Clicking on the **Continue...** button will proceed with the initialization process and allow you to reach the data entry screens. Clicking on the **Cancel** button will return you to the MAR Program Selection list.

Initialize a new MAR for DCGS-A MB (PNO: 389)

Initialization and Source

Submission Date: DEC 2011

Previous MAR: DEC 2010

Initializing from: DEC 2010 MAR

Continue... Cancel

If your program has a previous MAR, that MAR will be used to initialize your new MAR. If your program does not have a previous MAR, but does have an approved MAR Original Estimate (MAR OE), your new MAR will be initialized using the MAR OE. When initialized from one of these sources, each section is automatically populated using data from that submission. Otherwise, your MAR will be initialized without any data. In any case, please review all data sections to assure that they are all complete and that this MAR contains the most up-to-date information. The MAR must represent your current estimate of program performance. Your cost estimate, specifically, should reflect actual values or the Program Manager's estimate as of the President's Budget (PB) currently being prepared. Your Schedule and Performance sections should reflect your current program estimate as of December 31.

If you do not have the appropriate privileges to create a MAR, an error screen will be presented. If you feel that you have received this error message incorrectly, please contact the DAMIR Hotline (see Other References).

Editing a MAR

If a MAR has already been created, you will be given the option to "Continue working on this MAR" or "Delete this MAR". By default, the radio button next to the option to "Continue working on this MAR" should be selected. To edit the MAR, confirm the radio button is selected and then click the **Continue...** button. DAMIR will then proceed to take you to the data entry screens. If you do not wish to edit the MAR, click on the **Cancel** button to return to the MAR Program Selection list.

TMIP-J Inc 2 (PNO: M07)
DEC 2012 MAR

Edit MAR Options

This MAR has already been initialized. At this time, you may continue to work on it or delete it altogether. How would you like to proceed?

Continue working on this MAR

Delete this MAR

Continue... Cancel

Deleting a MAR

To delete the MAR, you must proceed from the DAMIR Portal page, through the [Create or Edit a MAR](#) hyperlink and select the appropriate program in the MAR Program List view. You will then be given the option to "Continue working on this MAR" or "Delete this MAR". By default, the radio button next to the option to "Continue working on this MAR" should be selected. To delete the submission, click the radio button next to the option to "Delete

this MAR” and then click on the **Continue...** button. DAMIR will present you with a prompt to warn you that you are about to delete a MAR. Click the **OK** button to continue deleting the report. To abort the deletion, click the **Cancel** button.

Only users who have the privileges to release the MAR (at the highest step it has reached in the release process) will be permitted to delete it. For this reason it is strongly recommended that each Component limit the number of Releasers at each level. This information is presented in the Release Process Workflow on the Submission Status screen (see the Submission Status section below).

After you have successfully deleted the submission, DAMIR will provide you with the MAR Initialization screen so that you can create a new MAR for this program, if you wish. To continue, either follow the instructions above for Creating a MAR or click on one of the hyperlinks in the “bread crumbs” area of the header.

Entering MAR Data

Having selected the [Create/Edit](#) hyperlink for the MAR Acquisition Report from the DAMIR Portal and either initialized a new MAR or selected to edit an existing one, you are now in the data entry area for that MAR. All the data associated with the MAR submission is available to view, and appropriate programmatic and current estimate information is available for updating. You will also have features available to check the status of the submission, assess the validity of the data, and follow along with any discussion about the MAR.

The data entry screens for MAR data all have a similar structure. The left sidebar is used for general navigation among the different features and data sections. When a feature or data section is selected, the main area of the screen changes to reflect that selection. Almost all the data entry areas are available directly through the selections visible in the left sidebar when you first enter the MAR data entry area. The Cost & Funding section is the notable exception. The unique navigation tools in the Cost & Funding area will be described in detail below.

Should you need to leave the MAR data entry area, there are two routes you can take. Below the header of the webpage and to the left is a navigation area that shows the path taken from the DAMIR Portal to the current level of data entry. You may choose to jump out of the edit controls at any time by clicking on one of these “bread crumbs” to go back to a point in the MAR data entry selection and edit process. However, if what you want to do is to view the submission as a reviewer would see it, without the edit controls, there is a hyperlink that will allow you to [View this Submission](#) in the Program View area. After you click the link, DAMIR will provide you with the Program View of the MAR which you are editing.

BASELINED V. UNBASELINED

Before you are able to enter your data appropriately, it is important to note whether your program has an approved APB and an associated MAR OE. Programs without an approved APB (unbaselined programs) have different data entry requirements in the Cost/Funding, Schedule, and Performance sections. The differences are noted in each section below. If your program has an approved APB, it will be identified in the References section.

Please note that your program must also have a MAR OE that has been finalized before your MAR can be initialized as a baselined MAR. Without the MAR OE, your MAR will be created as if it is for an unbaselined program. If you know that your program has an approved APB, but appears to be unbaselined in the MAR, please check to see if your

program has established a MAR OE before proceeding. If you believe that you should be creating a baselined MAR, but DAMIR does not recognize your MAR OE, please contact the DAMIR Hotline for support (see Other References). The MAR OE must be finalized before the MAR is finalized or your OE data will not be presented with your MAR current estimate.

SUMMARY FEATURES

The “Summary” group on the left sidebar provides access to features that support general management of your MAR.

Submission Status

An important part of the MAR submission process is recognizing the current submission status, identifying possible problems with the submission, and understanding how to move the submission forward in the release process or returning it back to a previous point for rework. The Submission Status screen provides these controls. By default, the Submission Status screen is displayed when you first enter the MAR data entry area. It is also available through the [Submission Status](#) link in the “Summary” area of the left sidebar.

The Submission Status screen, regardless of the controls presented, will display information about when data was “Last Updated” and which user performed that update. It also contains information about when Data Checks were last run. When the “Last Run Data Checks” indicates “Not Set”, then data checks have not been run. Before releasing your submission, it is recommended that you run data checks, review the results, and then make any necessary updates.

Release Process

The default presentation of the Submission Status screen shows the “Release Process” tab which contains the Release Process Workflow table and controls. This feature can also be reached by clicking the “Release Process” tab when another feature is displayed on this screen. The Workflow table contains a header and one row for every step in the release process for your MAR. The first column presents the organization responsible for the process step. The organization title and the (+) button next to it are both controls that

The screenshot shows the 'Submission Status for DEC 2013 MAR' page. It includes a 'Data Section Status' callout pointing to the 'Data Section Status' tab, a 'Data Checks' callout pointing to the 'Data Checks' tab, a 'Release Process' callout pointing to the '+' buttons in the table, and a 'Release/Assign' callout pointing to the 'Release' and 'Assign' buttons. The table below shows the release process steps.

Process Step	Status	Auto Pass?	Action
+ OSD Oversight Final Release	Pending		
+ OSD Lead	Pending	<input type="checkbox"/>	
+ Air Force	Pending	<input type="checkbox"/>	
+ PEO/C3I&N	In Process	<input type="checkbox"/>	Release
+ AFNet Inc 2	Released to PEO/C3I&N on November 13, 2013 10:00 AM EST by Ms. Deborah G.		Assign

allow you to view the personnel who have release privileges at that step in the release process. Click on either to open up an area beneath that row that details the contact information for releasers at that step. The next column indicates the status of the MAR with respect to that step in the release process. The MAR is currently under review at the step that indicates “In Process”. Any step that indicates “Pending” cannot yet see the MAR. If the status indicates “Released...” or “Assigned...”, then users at that level can view the MAR in the Program View, but cannot edit or control the MAR. The “Assigned...” status is only indicated at the step above the “In Process” step where the assignment was made. Both the “Released...” and “Assigned...” messages indicate the step to which the data was moved.

The last two columns in the Release Process Workflow table contain the controls that allow Releasers to move the MAR forward or back in the process. The most obvious controls are buttons labeled **Release**, **Assign**, and **Finalize**. These buttons will be enabled only when you have privileges to use them. A **Release** button at a particular step in the release process indicates that the MAR can be released from that step to the next. At the final level, though, the button is not marked **Release**, but **Finalize**. This is to remind you that this is the final release and no further edits are possible. If you want to release (or finalize) the MAR, click the appropriate button. You will be prompted to confirm if you want to continue with the release. Click the **OK** button to continue with the release or the **Cancel** button to prevent the release. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the release.

After the MAR has been released from one step to the next, the lower step(s) will have a new button marked **Assign**. You may assign the MAR back down to any previous step in the release process. To reassign the MAR, carefully note the step in the process to which you want to send the MAR and click the **Assign** button at that level. You will be prompted to confirm if you want to continue with the assignment. Click the **OK** button to continue or the **Cancel** button to prevent the assignment. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the assignment.

One other feature of the Release Process Workflow table is the Auto Pass feature. This feature is only available if you are a Releaser. It allows you to choose to have successive releases bypass your manual control and automatically releases the MAR from your step in the process. This feature is usually used late in the release process. Sometimes a report is sent back from the highest levels to the Program Office for minor tweaks to wording, etc. If you are aware of the changes, have already approved the submission for release, and don't want to hinder the next release, you can click on the checkbox in the “Auto Pass?” column at your step in the release process. A checkmark indicates that your step will be automated. From that point on, the MAR will pass through your level without requiring you to manually release it. You can turn this feature off again at any time by clicking the box to uncheck it.

Data Section Status

Release Process		Data Section Status	Data Checks
Section	Date Updated	Updated By	Completed?
Nomenclature/Component			<input type="checkbox"/>
Responsible Office	11/13/2013	Ms. Deborah G. Gregory	<input checked="" type="checkbox"/>

Clicking on the “Data Section Status” tab on the Submission Status screen presents the Data Section Status controls. These controls act like a checklist, allowing you to manually

indicate when you have completed a data section for the MAR. There is an item on this checklist for each editable data section in the report. Each line in this checklist presents the title of the data section, the date it was marked completed, the user that marked it completed, and a checkbox control. When you click the checkbox, it is marked with a checkmark, the screen refreshes, and the item is marked with your name and the date and time you checked the box. If you find that you need to rework a section, you can check the box again and these indications are removed.

This section is not required in order to complete your MAR. It has been provided as an aid to the program office. It should be noted that all users who are able to edit the report during the review process have access to this checklist.

Data Checks

The screenshot shows the 'Data Checks' tab selected. At the top, it says 'DEC 2013 MAR Submission Status for A'. Below this, there are tabs for 'Release Process', 'Data Section Status', and 'Data Checks'. A 'Run Data Checks' button is visible. A table lists three data checks with columns for Type, Level, Section, and Description. Callout boxes provide additional context: one explains that 'Last Run Data Checks' shows when checks were last run and compares them to the last update date; another explains that 'Data Checks Results' lists information, warnings, and critical data issues that need correction.







Type	Level	Section	Description
Q	X	Other	CAPE Cost and Reference ID must be reported.
Q	!	Schedule	A 5-Year Clock Start Date was not provided. Has a Start Date (MS A or Preferred Alternative decision) occurred for AFNet Inc 2?
Q	✓	Performance	AFNet Inc 2 is not reporting any characteristics.

Clicking the “Data Checks” tab on the Submission Status screen presents the Data Checks display and controls. These features allow you to see any potential problems with the data in your MAR. Data Checks are automatically run whenever the submission is released to the next level. It is recommended, however, that you run them manually so that you can be aware of any data anomalies that you may be able to correct prior to releasing the submission. In fact, you should not only review these data checks, but comment on any warning or critical results using the Discussion Comments section. This way, reviewers will better understand the true status of your program and why the data checks are presented. If you have any questions about the data checks, please contact the DAMIR hotline (see Other References).

Just above the Data Checks table is a button that forces an update of the Data Checks – **Run Data Checks**. To the far right of this button and above the tabset is an indication of when any data in the submission was last updated and the Data Checks were last run.

Below these features, the Data Checks table lists the relevant data validation issues. The “Type” column provides an indication as to whether the Data Check is indicating a problem related to Program Health (heart icon), an informational warning (blue circle with an ‘i’), or Data Quality (magenta block with “Q”). The “Level” column presents an icon that indicates the severity of the issue. A red “X” indicates a critical error that must be corrected before the MAR can be finalized. While the MAR can still be released to the next level, it is highly recommended that all critical data checks be resolved as soon as possible. A yellow caution symbol (with “!”) indicates a warning and a green checkmark indicates an informational warning. These issues will not prevent finalizing the MAR, however, it is recommended that the issue be examined and corrections made, if necessary, before releasing to the next level. Along with the Data Check level, the section

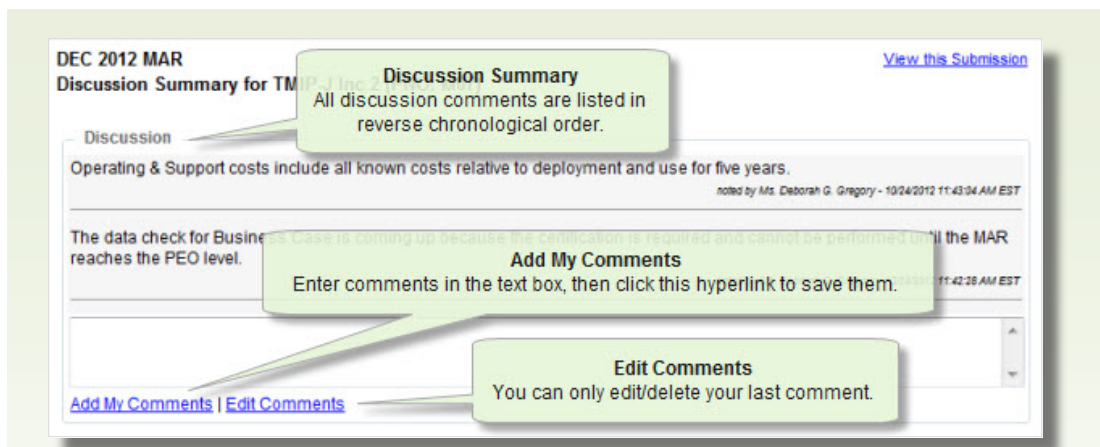
of data and a description of the validation issue are provided. Every attempt has been made to provide as much information as possible so that you can resolve these data check issues easily. Please contact the DAMIR Hotline (see Other References) if you have questions about these data checks or problems resolving them in your MAR.

Type Icon	Meaning	Level Icon	Meaning
	Data Quality		An issue with the data has been noted that should be reviewed.
	Program Health		The data indicates that there may be an issue with the program that should be reviewed.
	Informational		There has been a change in the data. While this may be a natural event for the program, it is noted for your information.
			Critical The noted issue is of great significance. If this is a data quality issue, it will prevent the submission from being Finalized or Approved.
			Warning The noted issue is of concern and should be addressed. However, the submission will not be rejected because of it.
			Informational Warning The noted issue is not a concern and is noted for information only.

Discussion Summary

Very often users at different points in the release process need to communicate with one another about a specific section or the submission as a whole. To facilitate this conversation, DAMIR provides the Discussion Summary screen. This screen is accessible through the [Discussion Summary](#) link in the “Summary” group on the left sidebar of the MAR data entry area. The Discussion Summary will list all comments made against the MAR in general, as well as comments made against specific sections of the MAR. These comments are listed in reverse chronological order – the most recent comments at the top. Comments related to a specific section will be marked to identify the section to which the comment refers. Each comment will list the name of the person that made the comment and the date and time the comment was added or updated.

You can make a comment by using controls at the bottom of this screen. Any comments made here will not be marked for a specific section and so should be general comments about the MAR as a whole or its status. To make a comment, enter the text of your comment in the text box and then click on the [Add My Comments](#) hyperlink below the text box. After the screen refreshes, your comment will be listed at the top of the Discussion area. You may edit the last comment you made by clicking on the [Edit Comments](#) hyperlink at the bottom of the screen. After the screen refreshes, the list of comments



are no longer presented, however the last comment you made is presented in the text box. You may then edit the comment. Click the Save hyperlink beneath the edit box to save the changes to your comment. If you would rather cancel the changes, click the Back to All Comments hyperlink. Once a comment is made, it cannot be deleted. If someone else makes a comment after yours, your comment can no longer be edited.

If you prefer to make a comment related to a specific section, similar controls are available in each section. Click on the link for the data section about which you would like to comment and then use the controls at the bottom of that display in the same manner described above. Return to the Discussion Summary using the link in the left sidebar to view your section related comments with all others.

All comments are visible throughout the review process to any user with access to the MAR in either Program View or the data collection area. However, once the MAR is fully released, the comments are no longer available anywhere in DAMIR.

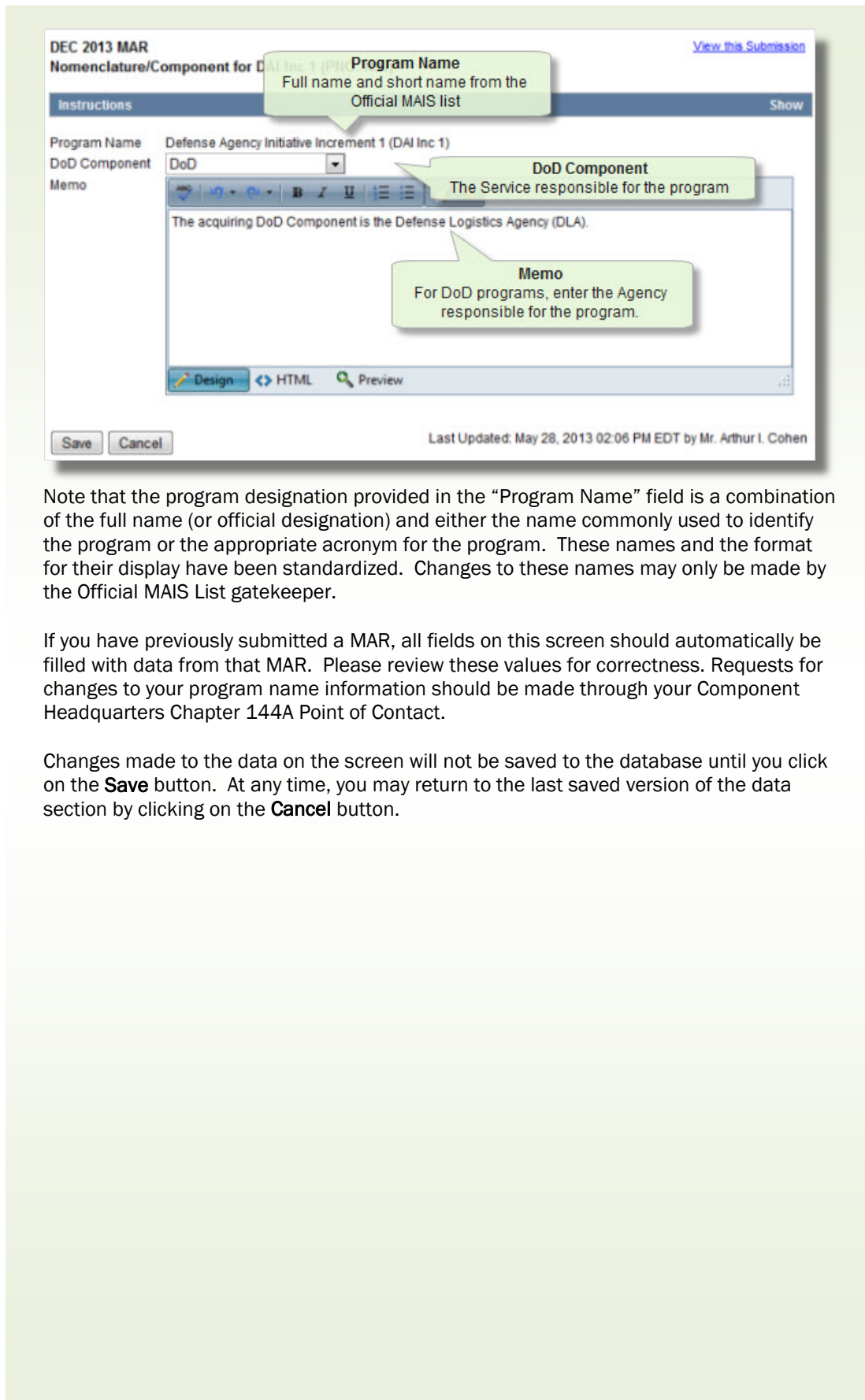
PROGRAM INFORMATION

The Program Information data entry sections provide the displays and controls related to the more general program information. These sections have been grouped to facilitate their review, and to separate them from the sections that require more constant attention during the data entry and review processes.

Nomenclature/Component

The Nomenclature/Component section is used to properly identify the program and the Component(s) under which the program is being developed. Some programs are developed using joint participation by several Components. If this is the case, the Nomenclature/Component section will provide the capability of identifying the Joint Participants, as well.

Agencies should select the "DoD" and then identify their Component name in the Memo field. For example, if the acquiring component is the Defense Logistics Agency, "DoD" would be selected in the "DoD Component" drop-down list and then "The acquiring DoD Component is the Defense Logistics Agency (DLA)" would be entered into the Memo field.



Note that the program designation provided in the “Program Name” field is a combination of the full name (or official designation) and either the name commonly used to identify the program or the appropriate acronym for the program. These names and the format for their display have been standardized. Changes to these names may only be made by the Official MAIS List gatekeeper.

If you have previously submitted a MAR, all fields on this screen should automatically be filled with data from that MAR. Please review these values for correctness. Requests for changes to your program name information should be made through your Component Headquarters Chapter 144A Point of Contact.

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

Responsible Office

DEC 2012 MAR [View this Submission](#)
 Responsible Office for TMIP-J Inc 2 (PNO: M07)

Instructions Show

PM Contact Information Information

Prefix (Mr., Ms., Col., Lt Col., Capt...)

First Name

Last Name

Suffix (Jr., Sr., II, III...)

Email

Phone (999-999-9999) Ext

Date Assigned (mm/dd/yyyy)

Street

City State

Zip Code

Memo
 Enter any Responsible Office comments; this will be in the finalized MAR

Import
 Import Responsible Office from another report for this program (Draft or Finalized) in DAMIR. This will override anything you've previously entered in Responsible Office

Design HTML Preview

Save Cancel

Last Updated: Oct 08 11:00 AM

-- Select a Source -- Import

Your Program Manager's contact information is important to the visibility and accessibility of your program for oversight. The Responsible Office section should be completed to provide as much information as is possible.

If you have previously submitted a MAR, all fields on this screen should automatically be filled with data from that MAR. Please review these values for correctness.

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

References

DEC 2013 MAR
References for BITI Wired (PNO: N78) [View this Submission](#)

Instructions	Show
MAR Original Estimate Reason for MAR OE	November 13, 2013 Following the Full Deployment Decision on May 23, 2013, the Original Estimate is updated to establish the Full Deployment date as July 2014.
Approved Acquisition Program Baseline	Air Force Acquisition Executive (AFAE) Approved Acquisition Program Baseline (APB) dated November 14, 2010

Information regarding data that may be included in your MAR from other sources, specifically your APB and MAR OE, is essential to properly understanding your MAR. Those sources were automatically identified when your MAR was initialized and will be updated if either is updated and finalized before the MAR is finalized. Therefore, this section is automatically populated with the reference information for those sources. Note that, as of DEC 2013, you should have provided a reason for the MAR OE. That reason will be presented here, as well. If your program has no approved APB, a statement is provided indicating that the program is unbaselined.

Program Picture

DEC 2012 MAR
Program Picture for TMIP-J Inc 2 (PNO: M07) [View this Submission](#)

Default Picture
The Program Picture defaults to the seal for the Service that has responsibility for the program.

Browse
Browse for a Program Picture in your files. Although it's visible, it hasn't been saved with your report until you click on the **Save** button.

Import
You may be able to import the picture from other DAMIR data sources.

A picture that properly identifies your program makes it easier for DAMIR users to navigate to your program and will properly identify your report when it is produced. By default, your program will use the seal of the lead Component identified in the Nomenclature/Component section. However, it is recommended that you use a picture or graphic that represents your program. Although some programs have added text to the picture they submit, this can be a problem since the picture cannot be updated after release and the text may no longer be representative. Please use discretion in choosing the image that represents your program. To upload an image to DAMIR, the picture or graphic must be available as a file on the computer you use to upload it into DAMIR. File format is limited to JPG (JPEG), GIF, or PNG. While not strict, the file size of the image should be limited to reflect the image's use as an approximately 2"x3" printed image (100 Kb). Use the **Browse...** button to locate the file and update the image on the page. This image will not be included in your MAR until you click the **Save** button.

Use the **Save** button to save the image to the database. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted an image since your previous MAR through another vehicle and that image is present in the DAMIR system, it may be possible to import it using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the image associated with that submission. You may then save the image to the database using the **Save** button. If you choose not to use this image, click the **Cancel** button to restore the last saved version of the section.

Program Description

DEC 2012 MAR [View this Submission](#)

Program Description for VIPS (PNO: N89)

Instructions Show

Mission Description

Memo
Enter a description of the program that is common to all budget documentation.

The Virtual Interactive Processing System (VIPS) will modernize and automate the Information Technology (IT) capabilities for qualifying Applicants into the Military Service during wartime, peacetime, and mobilization. VIPS will enable a responsive, flexible and efficient means to qualify Applicants to meet manpower resource requirements for the uniformed Services, Coast Guard, and National Guard routine and contingency operations. VIPS will be the future accessioning system to be used by the US Military Entrance Processing Command (USMEPCOM) and will replace their legacy system, USMEPCOM Integrated Resource System (IRSIS). USMEPCOM serves as the single entry point for determining the physical, cognitive, and emotional readiness of applicants for military service. VIPS will provide the capability to...

Save/Cancel
Any changes to the memo must be saved to the database.

Import
Use these controls to load the description from another DAMIR source.

Design HTML

Save Cancel

- Select a Source - Import

The Program Description memo provides a general overview of your program. This memo should be relatively consistent across all budget documentation related to your program and will generally not significantly change in your MAR from year to year.

Note that if you have previously submitted a MAR, this memo should automatically be filled with data from that MAR. Please review the memo for correctness.

Your memo will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.

Business Case

The Business Case section is where you will identify your Business Case statement and, if the program's Business Case has been certified, any changes since that certification. For guidance in determining what Business Case statements are required for your program for this MAR, please consult the policy and preparation guidance as noted in the Other References section of this document.

If you have initialized from a previous MAR, the Business Case statement, certification information, and Business Case Changes will be copied from that MAR. These statements must be reviewed carefully. If the Business Case Alignment is not certified, update the Business Case statement appropriately. If the Business Case has already been certified and there have been programmatic changes that must be identified, the changes should be entered into the Business Case Changes section.

To assist you in this process, guidance has been included at the top of this section. There are two blue bars: "Instructions" and "Instructions (Business Case Template)". Use the "Show" link to open up these bars to access the instructions

The first bar provides general instructions for working in this section, as well as separate guidance for baselined and unbaselined programs. The second bar provides instructions and templates which are formatted to guide you in determining how best to complete your Business Case statement. Review each question. The answers should guide you to one or more statements. Copy the associated text from these instructions into the memo at the appropriate point. Note that if your Business Case is certified, you should paste your updates in the Business Case Changes memo field. If your Business Case is not certified, add, change or replace the appropriate text in the Business Case memo. If the Business Case statement requires certification, end the memo with the "I certify..." statement.

DEC 2012 MAR
Business Case for VIPS (PNO: N89) [View this Submission](#)

Instructions
Two instructions bars offer on-screen assistance with this section. The second provides a step-by-step walkthrough with templates for completing the business case.

Instructions (Business Case Alignment) [Show](#)

Chapter 144A requires a business case (BC) and Certification to be included in MARs. Increments that submitted MARs dated December 31, 2010, or later, included BC information. When this MAR was created, DAMIR pre-populated the fields below with BC information from the previous MAR (if it was available). You must carefully review the information to ensure it is current.

Review the instructions documents above before making any changes to this section. The first will help you to determine if a change needs to be made at all, and to which fields. The second will help you identify the language appropriate for changes, if you need to make them, to the Business Case.

In either case, click "Show" on the blue bar labeled "Business Case Alignment" to read be guided through completion of the BC.

Business Case

Business Case
This rich edit field allows you to copy/paste templates from the instructions above, tailor those statements, and add additional information.

The following information has not been provided in a previous and...
Business Case Analysis, including the Analysis of Alternatives: Key functional requirements for VIPS are based on the functionality approved in the Capabilities Development Document which was originally signed on December 28, 2009 and was updated and signed again on December 14, 2010. The key functional requirements are summarized as follows: 1) modernize and automate the IT capabilities for qualifying Applicants into the Military Grades during wartime.

Business Case Certification

Certification
After certification, the rich edit above would be disabled and this area would be filled with information about the certifying user. Note that the **Certify** button can only be used in Purview Program View.

Name:
Organization:
CAC Subject:
Date:

Business Case Changes

Business Case Changes
This area should be used after certification to explain any changes to the Business Case or to provide a standard statement, as required.

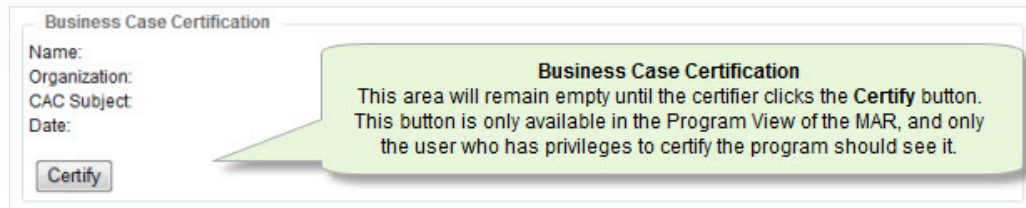
Don't forget to save any changes using the Save button.

Updated: October 09, 2012 08:28 AM EDT by Ms. Melanie H. Park

Note that comments added using the instructions on the screen will contain items that must be tailored to your program and will sometimes contain instructions. Look for brackets (“[” and “]”) and placeholders for date fields (“MMM DD, YYYY”), program references (“Program XYZ”), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MAR. Very often, this data will include your program name or designation, relevant dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders.

Note that there is no import feature for this section. This section cannot be restored to a previous version and all saved changes are final. If you have difficulties with a Business Case statement that is not modifiable or you require assistance with certifying your Business Case, please contact the DAMIR Hotline (see Other References).

Changes to the memos in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.



The screenshot shows a web form titled "Business Case Certification". On the left side, there are four text input fields labeled "Name:", "Organization:", "CAC Subject", and "Date:". Below these fields is a "Certify" button. A green callout box with a pointer to the right contains the following text: "Business Case Certification. This area will remain empty until the certifier clicks the Certify button. This button is only available in the Program View of the MAR, and only the user who has privileges to certify the program should see it."

Business Case Certification

The controls for certification are contained in the Program Description section in the Program View for the MAR. Reviewers with Certification privileges will have access to these controls during their review. Certification is made by clicking on the “Certify” button and, if prompted, entering the PIN for the CAC or ECA used to access DAMIR. Basic information about the certifier (i.e., name, organization, and CAC subject) and the date of certification will be maintained with the Business Case statement and cannot be altered. Once certification has been made, the Business Case statement will not be modifiable. Any changes to the Business Case statement will then need to be discussed in the Business Case Changes memo field.

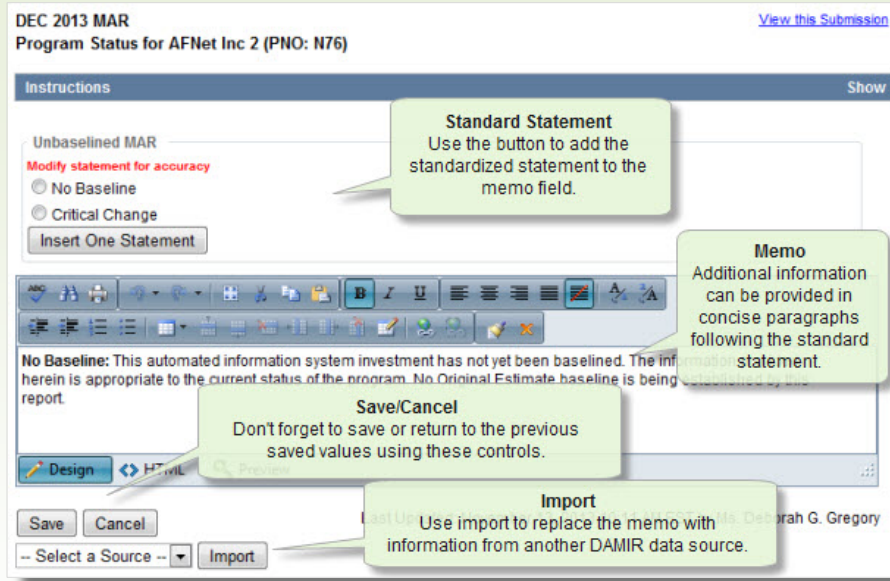
DATA SECTIONS

The “Data Sections” group on the left sidebar provides the hyperlinks to access the data entry sections for the portions of the MAR that will change from year to year. Some of these sections will require extensive updates to provide appropriate Current Estimate information.

Program Status

The Program Status provides specific statements that identify and discuss your program status.

Unbaselined Programs



For unbaselined programs, there is a group of controls to help you with standardized statements related to your program status. This group allows you to select one statement that best describes this MAR. Click the appropriate radio button and then click on the **Insert One Statement** button. The appropriate statement will be inserted below the existing memo text.

The selections and the associated text:

Selection	Standard Statement
No Baseline:	This automated information system investment has not yet been baselined. The information provided herein is appropriate to the current status of the program. No Original Estimate baseline is being established by this report.
Critical Change:	[This Standard Statement should be used when an unbaselined MAIS program experiences a 5-year development clock Critical Change.] Per 10 U.S.C. Chapter 144A, the Senior Official provided the congressional defense committees a report with certifications on [date] of a Critical Change for failing to achieve a full deployment decision within five years. The reasons for this Critical Change are: [insert in summary form the reasons articulated in the Critical Change Report.]

Note that comments added using these controls may contain items that must be tailored to your program and sometimes contain instructions. Look for brackets (“[” and “]”) and placeholders for date fields (“MMM DD, YYYY”), program references (“Program XYZ”), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MAR. Very often, this data will include your program name or designation, relevant dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders. Any additional status information should be entered as a separate concise paragraph or paragraphs below the standard statement.

Baselined Programs

Standard Statements
Select the radio button that most closely represents the status of the program. Use the button below to add the standardized statement to the memo field.

Memo
Additional information can be provided in concise paragraphs following the standard statement.

Save/Cancel
Don't forget to save or return to the previous saved values using these controls.

Import
Use import to replace the memo with information from another DAMIR data source.

For baselined programs, there is a group of controls to help you with standardized statements related to your program status. This group allows you to select one statement that best describes this MAR. Click the appropriate radio button and then click on the **Insert One Statement** button. The appropriate statement will be inserted below the existing memo text.

The selections and the associated text:

Selection	Standard Statement
Original Report:	This is the first report to Congress under the provisions of 10 U.S.C. Chapter 144A for the baselined XYZ Program [insert actual program name] Increment N. The schedule, cost, and performance estimates contained in this report constitute the baseline for Congressional reporting purposes as required by 10 U.S.C. Chapter 144A.
Annual Report:	The program is substantially on track to remain within the schedule, cost and performance thresholds identified in the Original Estimate; there have been no Significant or Critical Changes (as defined by 10 U.S.C. Chapter 144A) reported since the previous annual report to the congressional defense committees.
Significant Change:	Per 10 U.S.C. Chapter 144A, the Senior Official notified the congressional defense committees on [date] of a significant change affecting the program's [schedule, cost, performance (include all that apply)].

Selection	Standard Statement
	<p>Critical Change: Per 10 U.S.C. Chapter 144A, the Senior Official provided the congressional defense committees a report with certifications on [date] of a Critical Change affecting the program's [schedule, cost, performance (include all that apply)]. As allowed by 10 U.S.C. 2445b(c)(2), this report revises the program's Original Estimate (assuming the program has been rebaselined). The reasons for this revision are: [insert in summary form the reasons articulated in the Critical Change Report.]</p>
	<p>Close-out Report for Program Completion: As of [insert month and year] Program XYZ Increment N achieved Full Deployment and is now in the sustainment phase of its life cycle. Therefore, this will be the last Program XYZ Increment N MAIS Annual Report submitted under the provisions of 10 U.S.C. Chapter 144A.</p>
	<p>Close-out Report for Program Termination: As of [insert month and year] Program XYZ Increment N was terminated by [insert Component]. Therefore, this will be the last Program XYZ Increment N MAIS Annual Report submitted under the provisions of 10 U.S.C. Chapter 144A.</p>

Note that comments added using these controls will contain items that must be tailored to your program and sometimes contain instructions. Look for brackets (“[“ and “]”) and placeholders for date fields (“MMM DD, YYYY”), program references (“Program XYZ”), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MAR. Very often, this data will include your program name or designation, relevant dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders. Any additional status information should be entered as a separate concise paragraph or paragraphs below the standard statement.

All Programs

If you have previously submitted a MAR, the memo should automatically be filled with data from that MAR. Please review the memo for correctness.

Your memo will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.

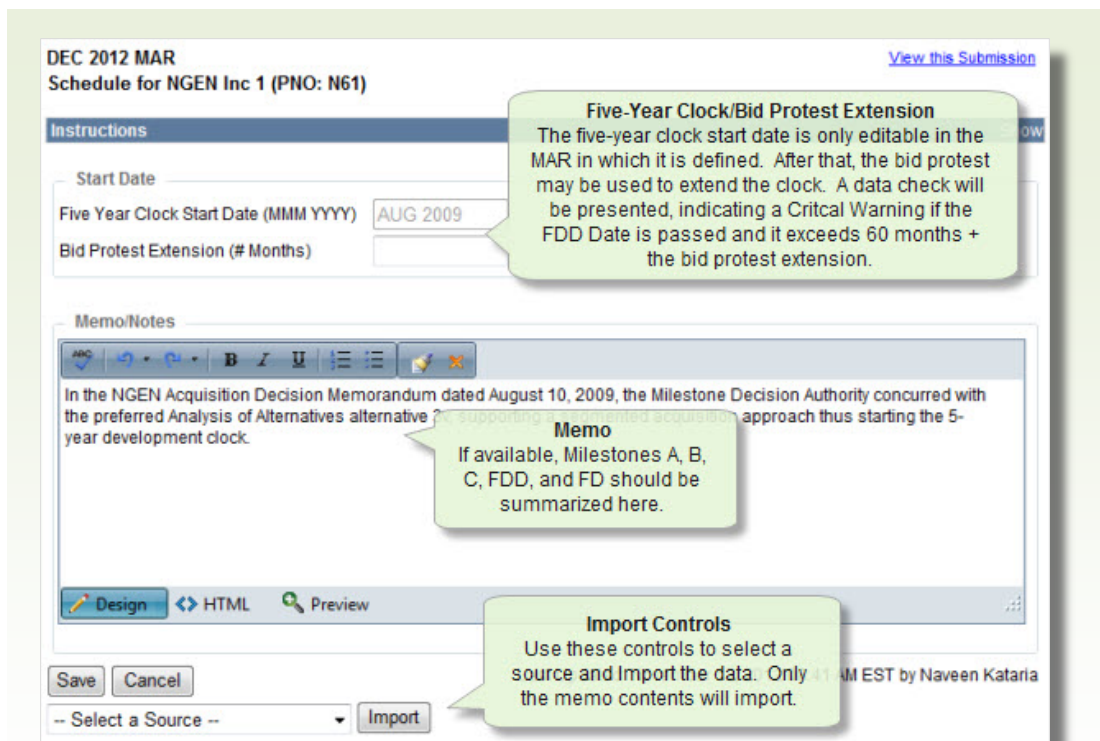
Schedule

Your program schedule lists milestone dates associated with your program. This section functions differently depending on whether your program has an approved APB and MAR OE, or is unbaselined.

Unbaselined Programs

For unbaselined programs the memo is normally left blank. If you choose to enter milestones, the information should be extracted from an authoritative document such as an IT-1 Exhibit, Select Capital Investment Report (SCIR), or R-Doc using the memo field on this screen. All dates should be entered in month and year format (MMM YYYY).

Although not shown on the screen, the following statement will automatically precede any Schedule information you enter: “This investment does not have an approved program



baseline; therefore the information provided here does not constitute an Original Estimate.” Therefore, there is no need to provide a statement to this effect.

Baselined Programs

The schedule milestones identified in your MAR OE will automatically be loaded into the Schedule section. Besides the description of the milestone, the Category from the MAR OE and the Current Estimate will be displayed in the list. Only the schedule milestones identified in your MAR OE should be identified here.

To edit a milestone, click the pencil icon in the left column of the table and in the row that corresponds to the milestone to be modified. The page will refresh and present an edit area below that row. For reference, this edit area displays the MAR OE objective value, in addition to the other information presented in the list. Enter the current estimate in the appropriate edit control and a footnote number (if desired). Click the **Update** button in the edit area to close it. You can make as many changes as you need in this manner. However, these changes are not saved to the database until the **Save** button at the bottom of the screen is clicked.

Any schedule milestone with a specific Original Estimate date must be given a Current Estimate date. Dates are entered in month and year format (MMM YYYY). “TBD” should be entered wherever “TBD” was provided in the Original Estimate; this is usually limited to Full Deployment (FD) (see below). If a milestone has been deleted (e.g., tailored out by the MDA), “N/A” should be entered and explained in the footnote. The Current Estimate may also reflect the actual date the milestone was completed. For each milestone, it is possible to provide a footnote, although these are generally brought in from the APB and/or Original Estimate.

Note that the FD date should be “TBD” until defined in the Full Deployment Decision (FDD) Acquisition Decision Memorandum (ADM). A statement to that effect is automatically generated in both data entry and the Program View, so there is no need to include such a statement in your memo.

DEC 2012 MAR
Schedule for KMI Inc 2 (PNO: N26) [View this Submission](#)

Instructions Show

Schedule Milestones
Milestones are initialized from your MAR OE. You cannot add to them or change the description. To enter your current estimate or actuals, click the pencil icon. The edit area allows you to set the current estimate and a footnote, if desired.

	KMI Inc 2 Schedule Milestones			Foot Note Num
		Funds First Obligated	Funds First Obligated	JUL 2007
		Milestone A/B	MS A	APR 2007
		Milestone C	MS C	OCT 2011
		Full Deployment Decision	Full Deployment Decision	DEC 2012
		Full Deployment	Full Deployment	

Five-Year Clock/Bid Protest Extension
The five-year clock start date is only editable in the MAR in which it is defined. After that, the bid protest may be used to extend the clock. A data check will be presented, indicating a Critical Warning if the FDD Date is passed and it exceeds 60 months + the bid protest extension.

Start Date
Five Year Clock Start Date (MMM YYYY)
Bid Protest Extension (# Months)

In accordance with 10 U.S.C. chapter 144A, the Full Deployment date is TBD Acquisition Decision Memorandum.

Memo & Footnotes
This area is provided for general comments on the Schedule section or for the text that relates to footnote numbers entered with the milestones above. Footnotes are formatted:
1/ Text statement.

Acronyms and Abbreviations
Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (;).
Design HTML

Save & Cancel
Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Import Controls
Use these controls to select a source and import the data. Only the memo contents will import.

Acronyms and Abbreviations

+	Acronym	Definition
	TBD	To Be Determined

Save Cancel Last Updated
-- Select a Source -- Import

Once an Objective FD date has been established a new Original Estimate should be created, approved (changing only the FD Objective value from "TBD"), and used as the basis for the MAR in order to include that date in the Original Estimate. This must be completed before initializing your MAR in order for the FD date to become visible in your MAR.

By default, these milestones are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone in a child relationship with the milestone above. The left control moves the milestone out of the child relationship. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

All Programs

All MAIS programs are subject to the “five-year development clock” which is used to determine if the program is experiencing a “Critical Change”. The date for the start of this time period is entered into the “Start Date” panel in month and year (MMM YYYY) format. This date may reflect the date funds were first obligated, contract award, or another milestone in your program. This date will only be entered once. In successive MARs, the field will not be editable. If you are unsure of which date to enter here, contact your MAIS Component focal point. For additional information, reference 10 U.S.C. Chapter 144A.

Since the five-year development clock is subject to the effects of bid protests (as per Section 811 of the FY12 National Defense Authorization Act), the duration of this clock may be longer than the nominal 5 years (60 months). The Bid Protest Extension must be provided in whole months and will be used in calculating whether the program is operating within its appropriate timeframe. This time is protected from edit at many levels of the release process. If you feel you need to include time for a bid protest, first seek approval from both your Component Headquarters Chapter 144A Point of Contact and the ODASD (C3&Cyber) Point of Contact, and then contact the DAMIR Hotline (see Other References) to have the value set.

The Memo/Notes field has several uses in the Schedule section. Use this field to identify the document that started the five-year development clock (i.e., Milestone A ADM or MDA approval of the Preferred Alternative). You should also use this field to identify any footnotes referenced in the schedule milestone table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a “/” and a space. The remaining text is the body of the footnote.

A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the milestones and memo. For any acronym or abbreviation used, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order.

To add an acronym or an abbreviation, click the “+” button or the [Add New Acronym](#) link at the top of the table. The page will refresh and present an edit area below the table header. This area will include an edit box labeled “Acronym:” and another labeled “Definition:”. Enter the short text that is the acronym or abbreviation in the first text box, the explanation (or full text representation) in the second. Click the **Insert** button in this edit area to close it and retain your changes. The screen will refresh and include your entry in the list.

To edit an existing acronym or abbreviation, click the pencil icon in the left column of the table and in the row that corresponds to the data to be modified. The page will refresh and present an edit area below that row. After making the desired changes, click the **Update** button to close the edit area. The screen will refresh and include your entry in the list. You can make as many changes as you need in this manner.

Note that this list is not saved to the database until the **Save** button at the bottom of the page is clicked.

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is available in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data related to your MAR OE schedule milestones, which were submitted with that submission. Note that the milestones themselves will not change. The Current Estimate will be updated for the milestones presented. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

Performance

The Performance section lists the Key Performance Parameters (KPPs) associated with your program. These characteristics should be available in an authoritative source such as a Capability Development Document (CDD). This section functions differently depending on whether your program has an approved APB or is unbaselined.

Unbaselined Programs

DEC 2012 MAR [View this Submission](#)

Performance for NGEN Inc 1 (PNO: N61)

Instructions Show

Add New Characteristics
Use these controls to add KPPs from your requirements documentation. Use of acronyms is encouraged. Each acronym should be identified below.

Objective	Threshold	Foot Note Num
No records to display.		

Memo & Footnotes
This area is provided for general comments on the Performance section or for the text that relates to footnote numbers entered with the KPPs above. Footnotes are formatted:
1/ Text statement.

Acronyms and Abbreviations
Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (;).

Initially, the table of performance characteristics will not be displayed and a message will be provided indicating “No records to display.” If your program has an approved CDD or equivalent requirements document, the Objective and Threshold KPP values must appear in your MAR verbatim. Since there are no APB or Original Estimate performance characteristics, you must enter each KPP Objective and Threshold value. Use the “+” button, or the Add New Characteristic link, at the top of the Performance table to open an

edit area. This area will contain edit controls for the Characteristic Name, the Development Objective, the Development Threshold, and Footnote Number(s). Enter the characteristic name, and both a threshold and an objective for the characteristic. If additional information is required, enter a 1- or 2-digit footnote number, referring to that information in the memo below. Click the **Insert** button to save the data to the grid. Repeat this process for every KPP which is required in the MAR. Note that this information is not saved to the database until you click the **Save** button at the bottom of the screen.

It is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone out of a child relationship with the milestone above. The left control moves the milestone into a child relationship with the milestone above. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

If you do not supply any performance characteristics, the following statement will be displayed in Program View: "No Key Performance Parameters have been approved for <program name>." There is no need to include a statement to this effect in your memo.

Although not shown on the screen, the following statement will automatically precede the Performance information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.

Changes to the characteristics, acronyms and abbreviations, or memo are not saved to the database until the **Save** button is clicked.

Baselined Programs

The performance characteristics identified in your MAR Original Estimate will automatically be loaded into the Performance section. Any performance characteristic which is not identified as a header must be given a Current Estimate value.

Items which require a Current Estimate can be edited by clicking the pencil icon. An edit area appears below the row. This edit area will contain not only the Characteristic Name, Current Estimate, Footnote Number, and Critical Change items that appear in the grid row, it also contains the Original Estimate Objective and Threshold values. The OE values appear for reference only and cannot be changed. Once changes are made, they can be saved to the Performance Characteristics list by clicking the **Update** button. Make as many changes as necessary to the table in this manner. Note that these changes are not saved to the database until you click the **Save** button at the bottom of the screen.

The standard for the MAR Performance Current Estimate is to provide one of the following statements. Please use one of these statements unless none truly apply to the performance characteristic. Additional text may be added following these statements if some elaboration is required.

- Will Meet Objective
- Will Meet Threshold
- Met Objective
- Met Threshold

DEC 2012 MAR [View this Submission](#)
Performance for KMI Inc 2 (PNO: N26)

Instructions

Performance Characteristics
 Characteristics are initialized from your MAR OE. You cannot add to the list or change the description. You may rearrange them using the arrow controls. To enter the current estimate or actuals, click the pencil icon. An edit area is provided to allow you to enter the current estimate, a footnote reference, or mark the characteristic if it is experiencing a Critical Change. Don't forget to use the **Save** button below!

	KMI Inc 2 Performance Characteristics			Crit Chg?
✎	Deliver Cryptographic Products: P...			<input type="checkbox"/>
↕	Connected Networks: Network Ident...			<input type="checkbox"/>
↕	Connected Networks: KMI-Aware Device Identification	Will meet Threshold		<input type="checkbox"/>
↕	CI-2 Net Readiness	Will meet Threshold		<input type="checkbox"/>
↕	Interoperability: Maintain Generated Security Objects	Will meet Threshold		<input type="checkbox"/>
↕	CI-2 Logistics and Readiness: Operational Availability	Will meet Threshold		<input type="checkbox"/>

Memo/Notes

Memo & Footnotes
 This area is provided for general comments on the Performance section or for the text that relates to footnote numbers entered with the KPPs above. Footnotes are formatted:
 1/ Text statement.

Acronyms and Abbreviations
 Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (;).

Save & Cancel
 Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Import Controls
 Use these controls to select a source and Import the data. Only the current estimate and memo contents will import.

Acronyms and Abbreviations

Add New Acronym	
Acronym	Definition
✎ CI-2	Capability Increment Two
✎ JWICS	Joint Worldwide Intelligence Commun...
✎ KMI	Key Management Infrastructure

Last Updated: December 2012

Note that the Current Estimate may reflect the actual value if the characteristic has been demonstrated. "TBD" should be entered wherever "TBD" was provided in the Original Estimate and an actual value is unknown.

For each characteristic, it is possible to identify a footnote, although these are generally brought in from the Original Estimate.

By default, the characteristics are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone in a child relationship with the milestone above. The left control moves the milestone out of the child relationship. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

All Programs

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

Use the Memo/Notes field in the Performance section to identify any footnotes referenced in the table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a "/" and a space. The remaining text is the body of the footnote. A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the characteristics. For any acronym or abbreviation used in a characteristic or in the memo, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order.

To add an acronym or an abbreviation, click the "+" button or the [Add New Acronym](#) link at the top of the table. The page will refresh and present an edit area below the table header. This area will include an edit box labeled "Acronym:" and another labeled "Definition:". Enter the short text that is the acronym or abbreviation in the first text box, the explanation (or full text representation) in the second. Click the **Insert** button in this edit area to close it and retain your changes. The screen will refresh and include your entry in the list.

To edit an existing acronym or abbreviation, click the pencil icon in the left column of the table and in the row that corresponds to the data to be modified. The page will refresh and present an edit area below that row. After making the desired changes, click the **Update** button to close the edit area. The screen will refresh and include your entry in the list. You can make as many changes as you need in this manner.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. Note that the characteristics themselves will not be affected by the import. Only the Current Estimate data will be updated. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

Cost & Funding

The Cost & Funding section provides visibility into either the estimated costs that have been or are expected to be incurred in the life cycle of your program (baselined programs), or the funding that has been allocated to your program from the President's Budget (unbaselined programs). The link used to access this section will reflect these differences. Baselined programs will see a [Cost & Funding](#) link, while unbaselined programs will see a [Funding](#) link.

Note that where costs have not already been incurred, the cost estimate must reflect Program Manager's estimate as of the President's Budget (PB) currently being prepared.

Unbaselined programs will display only total values for each cost category. Baselined programs will provide a more detailed breakout.

Unbaselined

DEC 2012 MAR [View this Submission](#)

Funding for DCGS-N Inc 2 (PNO: 464)

Instructions Show

This investment does not have an approved program baseline. Therefore, the information provided here does not constitute an Original Estimate. The following funding data is extracted from the FY President's Budget documentation.

Unbaselined MAR Funding

Fiscal Year	RDT&E TY \$M	Procurement TY \$M	MILCON TY \$M	OSM TY \$M	OTM TY \$M	OTD TY \$M	OTF TY \$M	OTG TY \$M	OTH TY \$M
2013	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2014	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2015	25.1	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2016	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Funding Memo

This rich text memo field is available for any general comments on the program's funding.

Save & Cancel

Changes to this page are not saved to the database unless you click the Save button. Cancel will restore the last saved data.

Save Cancel Last Updated: December 05, 2012 04:42 PM EST by Ms. Heather A. Loretoni

If your program is unbaselined, you are required to submit funding information for four funding years: the current FY, the current Budget Year and two years following the Budget Year. For each year, you must provide your total funding in each of the six appropriation categories provided. Note that unless this is your first MAR, data from your previous MAR will be used to initialize the data in this section. Since your previous MAR did not include data for the last year presented in this MAR, you will be required to complete that row. Note that it initializes with 0.0 entered in each appropriation category.

You should check all the values that have been automatically populated to be sure that they are correct for this report.

The following statement will automatically precede the Cost information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate. The following funding data is extracted from the FY YYYY President's Budget documentation." Therefore, there is no need to provide a statement to this effect.

If you have no funding to report, please confirm your need to report a MAR with your Component Headquarters Chapter 144A and ODASD (C3&Cyber) Points of Contact.

Baselined

If your program is baselined, you must report all the relevant cost associated with each funding source for your program. By default, your Cost & Funding section will be populated with the structure from either your previous MAR or your MAR OE. Although it is not normally required, it is possible to alter that structure if you are now receiving funding from new funding sources or your program has changed its duration. Because of the level of detail required of this data entry, additional controls are required to support the data entry process. Notice that when you click on the Cost & Funding link to enter this section, the left sidebar changes. By default, the first section listed is the one first displayed. At any time you may proceed to other sections by clicking the appropriate link. At any time you may return to the main menu for the MAR edit capabilities using the MAR Edit Main Menu link in the “breadcrumbs” area of the header.

Manage Funding Sources

If you have submitted data since your previous MAR through another vehicle and that data is available in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import Funding** button. The screen will refresh and display the data associated with that submission. All funding associated with that submission will be loaded into memory. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

The screenshot shows the 'Manage Funding Sources' interface for 'DEC 2012 MAR'. It includes a header with 'View this Submission' and 'Show' links. A callout box titled 'Add Selected Funding Source' points to a dropdown menu and an 'Add Selected Funding Source' button. Below this is a table titled 'Funding Source Information' with columns for Category, Number, Source Name, Component, and Mark to Delete. A callout box titled 'Funding Source Information' points to the table. Below the table is a 'Delete Marked Funding Source(s)' button with a callout box titled 'Delete a Funding Source'. Underneath is an 'Import Escalation Indices' section with radio buttons for 'PB 2013 Indices' and 'PB 2012 Indices', and an 'Import Indices' button with a callout box titled 'Import Indices'. At the bottom, there are 'Save' and 'Cancel' buttons, a source selection dropdown, and an 'Import Funding' button. Callout boxes titled 'Save & Cancel' and 'Import Controls' explain the functions of these buttons.

Add Selected Funding Source
Select the appropriation from the dropdown list above and then click the button. The appropriation will be added to the table below.

Funding Source Information
All current funding sources are listed in this table. It was initialized from your last MAR.

Category	Number	Source Name	Component	Mark to Delete
RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	<input type="checkbox"/>
Procurement	3080	Other Procurement, Air Force		<input type="checkbox"/>

Delete a Funding Source
Check the box next to the source you want to remove and then click this button. The appropriation will be removed from the table.

Import Indices
Select the appropriate budget year and then click this button. Indices will be imported for all appropriations in the table.

Save & Cancel
Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Import Controls
Use these controls to select a source and Import the data. Data for all appropriations will be imported at once.

To add a new funding source, first select the funding source from the List of Funding Sources and then click the **Add Selected Funding Source** button. Funding sources are listed by component, account number, and description. Care should be taken to ensure that the correct funding source is selected, particularly with Working Capital Funds, as the accounts may differ by only one character in the description of the account.

To delete a funding source, first click the “Mark to Delete” check box, then click the **Delete Marked Funding Source(s)** button. You must click the **Save** button to apply these indices to the database.

DAMIR also provides you with the capability to import your Escalation Indices using the controls in the “Import Escalation Indices for all Appropriations” panel. These controls allow you to select the source of the indices using radio button controls. To include the indices in your data, confirm the radio button selection and then click the **Import Indices** button. A message is provided to the right of this button indicating the source used for the indices. You must click the **Save** button to apply these indices to the database.

When indices are imported, the Escalation Indices Source for each appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

Note that, at this point in time, no indices can be imported for Working Capital Fund (WCF) accounts. Indices must be entered manually for these accounts. Contact your Component focal point for information regarding the indices to enter if you are reporting WCF.

Appropriations

To enter detailed Cost data, click the link on the left sidebar representing the appropriation (funding source) you want to update. You will initially be presented with a screen indicating the Funding Setup for the selected appropriation. Please make sure you confirm or correct “Start Year” and “End Year” values as these define the funding profile for the appropriation. Note that you only need to identify years in which data will be entered.

DEC 2012 MAR
RDTE Appropriation Setup for MPS Inc IV (PNO: N35)

Instructions

Funding Source Start and End Year

Submission	Category	Appn	Name	Component	Start Year	End Year
Prior MAR	RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	2007	2016
MAR CE	RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	2007	2016

RDT&E Data Entry Options
 Year by Year Totals Only

Funding is in Fiscal Year 2007 Base Year Dollars (BY\$)

Continue...

Start & End Year
 Make sure your start and end years represent the lifespan of this account.

RDT&E Data Entry Options
 The "Year by Year Totals Only" is the only option used for the MAR.

Base Year
 Confirm that the base year is correct.

Continue...
 Use this button to proceed to data entry for this appropriation.

It is not necessary for the entire program life span to be represented for each account. For RDT&E appropriations, you must provide cost and funding as year-by-year totals.

Confirm or alter the settings for the appropriation, then click the **Continue...** button to proceed to the data entry screen.

Year-by-Year Totals

The only data entry requirements in this format are the indices, the cost and funding values for each year in the funding profile, and the Escalation Indices Source.

DEC 2012 MAR
RDT&E 3600 Annual Funding for MPS Inc IV [View this Submission](#)

Import Indices
 If you haven't already, you can import your indices using these

View Base Year \$
View Then Year \$
 At any time, change the display between Base Year and Then Year \$ values. BY\$ appear in green.

Appropriation 3600 - Research, Development, Test, and Evaluation, Air Force [View Base Year \\$](#)

Fiscal Year	2007	2008	2009	2010	2011	2012	Totals
Official PB 2013 Air Force Indices	1.012291	1.032675	1.046348	1.059694	1.080335	1.100945	
Escalation Indices	1.012291	1.032675	1.046348	1.059801	1.081218	1.100753	
Research, Development, Test, and Evaluation, Air Force (TY \$M)	32.9	78.5	74.2	25.5	19.8	6.1	247.7
MAR CE Appropriation 3600 (TY \$M) Total							247.7
Prior MAR Appropriation 3600 (TY \$M) Total							247.7
MAR CE RDTE (TY \$M) Total							247.7
Prior MAR RDTE (TY \$M) Total							247.7

RDT&E TY \$M
 Cost and Funding data is entered in millions. Each cell must contain a value greater than or equal to 0.0. Scroll to view more years, if it is presented. Data from the prior MAR is provided for reference.

Escalation Indices Memo
 When indices are imported, this memo is automatically set to the source reference DAMIR uses. If you modify indices, update this source to reflect the source you used.

Save & Cancel
 Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Save **Cancel** Last Updated: December 08, 2012 10:55 AM EST by Ms. Deborah G. Gregory

You are provided the controls to import the escalation indices again should you need to correct or update them. You are also able to edit the individual escalation indices. The edit capability is provided in case the escalation indices are not available to import for your funding source. If the indices are available to import, you should use them without modification. Please contact your Component Headquarters Chapter 144A Point of Contact if you feel such changes are necessary.

Whether the escalation indices are imported here or through the controls on the Manage Funding screen, the Escalation Indices Source for the appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will

allow you to switch between these views. Click on [View Base Year \\$](#) to view BY\$ values, and [View Then Year \\$](#) to view TY\$ values.

Note that BY\$ values are used for calculating warnings related to Significant and Critical Changes to your program.

Breakout of Flyaway and Support

Appropriation 3080 - Other Procurement, Air Force						
Fiscal Year	2009	2010	2011	2012	2013	Totals
Official PB 2013 Air Force Indices	1.0451	1.079999	1.101458	1.120067	1.1317995	1.1317995
Escalation Indices						
Recurring Flyaway						
End Item Related (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Non End Item Related (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Recurring Flyaway (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Nonrecurring Flyaway (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
Total Flyaway (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
Support						
Initial Spares (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Other Support (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Support (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Procurement (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
End Item Related Flyaway (BY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
MAR CE Appropriation 3080 (TY \$M) Total						10.2
Prior MAR Appropriation 3080 (TY \$M) Total						10.2
MAR CE Procurement (TY \$M) Total						10.2
Prior MAR Procurement (TY \$M) Total						10.2

End Item Related
This refers to cost and funding that is directly related to building each operational unit. MAIS programs do not count deliverable units (quantities), so these values default to 0.0.

Recurring and Non-Recurring
Identify cost and funding separately for recurring costs and those that do not recur.

Support
Identify support costs in two categories: Initial Spares or Other Support.

The breakout format used for Procurement is similar to the Year-by-Year Totals format except that it contains a more detailed data entry structure for the cost and funding data. All dollars must be appropriately identified in the flyaway and support categories provided. All dollars must total properly for each reporting year in the funding profile and across the breakout.

Note that after the indices, the first element in the “Recurring Flyaway” breakout is “End Item Related”. Data cannot and should not be entered in this line. MAIS programs do not report quantities (end items), so there should be no end item related costs. Make sure this element of the breakout indicates 0.0 for each reporting year and for the total.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will allow you to switch between these views. Click on [View Base Year \\$](#) to view BY\$ values and [View Then Year \\$](#) to view TY\$ values.

As with the Year-by-Year Totals data entry screens, you are provided the controls to import the escalation indices again should you need to correct or update them. You are also able to edit the individual escalation indices. The edit capability is provided in case the escalation indices are not available to import for your funding source. If the indices are

available to import, you should use them without modification. Please contact your Component Headquarters Chapter 144A Point of Contact if you feel such changes are necessary.

Whether the escalation indices are imported here or through the controls on the Manage Funding screen, the Escalation Indices Source for the appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

Cost Summary

DEC 2012 MAR [View this Submission](#)

Cost Summary for MPS Inc IV (PNO: N35)

Instructions Show

Cost Summary - MAR Current Estimate

Appropriation Category	Prior MAR BY 2013 \$M Total	CE BY 2013 \$M Total	Prior MAR TY \$M Total	CE TY \$M Total
RDT&E	69.7	69.7	69.8	69.8
Procurement	119.7	119.7	122.8	122.8
Acq O&M	171.1	171.1	173.7	173.7
Total Program Cost	360.5	360.5	366.3	366.3

If you'd like to view the Cost data in a summary format, click on the Cost Summary link in the left sidebar. The Cost Summary shows the total Cost for each appropriation category. If there are multiple appropriations in any category, they are rolled-up to the total displayed here. Note that this view is for reference only and no data can be modified here.

Cost Memo

DEC 2013 MAR [View this Submission](#)

Cost Memo for iEHR Inc 1 (PNO: 465)

Instructions **Show**

iEHR Inc 1 MAR CE Cost Memo

Auto-Generated Footnotes:

1. This report and the Budget Year IT-1 Exhibit cover different time periods thus the costs will not match.
2. Then Year dollars are included for information purposes only; cost variances will be reported against Base Year dollars.
3. The Operating and Support (O&S) costs reflect all work performed during that phase, regardless of the type or source of funding.

Auto-Generated Footnotes
These footnotes are required in the Cost and Funding section of all baselined MAR reports. They are presented for your information and to avoid redundant statements in the memo.

Cost Memo
This rich text field provides an opportunity to make comments on the entire cost section. The text entered here appears after the Cost table in both Purview Program View and the PDF MAR report.

Save & Cancel
Changes to the memo are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Design

Save **Cancel** Last Updated: October 24, 2013 10:48 AM EDT by Mr. Ryan M. Taibi

You may need to make comments that further explain your program Costs. This memo is a rich text data entry field that provides you with the opportunity to discuss anything that needs to be addressed related to costs for the program as a whole.

Annual Funding Detail

Annual Funding Detail for MPS Inc IV (PNO: N35) [Edit this Submission](#)
 from Draft MAR DEC 2012

Annual Funding Detail

Appropriate Tables
 For easy reference and review, detailed cost and funding is provided for each appropriation in an easy-to-read format.

Appropriation 3600 - RDTE
 Research, Development, Test, and Evaluation, Air Force

Fiscal Year	Escalation Index	Official PB 2014 Escalation Index	Quantity	TY \$M	BY 2007 \$M
2013	1.119176	--	--	4.6	4.1
2014	1.138124	--	--	2.8	2.5
2015	1.158610	--	--	3.1	2.7
2016	1.179465	--	--	0.2	0.2
Totals				247.7	236.8

Appropriation 3080 - Procurement
 Other Procurement, Air Force - TY \$M

Fiscal Year	Escalation Index	Official PB 2014 Escalation Index	Quantity	End Item Recurring Flyaway TY \$M	Non End Item Recurring Flyaway TY \$M	Non Recurring Flyaway TY \$M	Total Flyaway TY \$M	Initial Spares TY \$M	Other Support TY \$M	Total Support TY \$M	Total Program TY \$M
2014	1.136718	--	--	--	--	0.6	0.6	--	--	--	0.6
2015	1.157179	--	--	--	--	0.3	0.3	--	--	--	0.3
2016	1.178009	--	--	--	--	0.3	0.3	--	--	--	0.3
2017	1.199213	--	--	--	--	0.5	0.5	--	--	--	0.5
2018	1.220799	--	--	--	--	0.4	0.4	--	--	--	0.4
Totals						10.2	10.2				10.2

Appropriation 3080 - Procurement
 Other Procurement, Air Force - BY 2007 \$M

Fiscal Year	Escalation Index	Official PB 2014 Escalation Index	Quantity	End Item Recurring Flyaway BY 2007 \$M	Non End Item Recurring Flyaway BY 2007 \$M	Non Recurring Flyaway BY 2007 \$M	Total Flyaway BY 2007 \$M	Initial Spares BY 2007 \$M	Other Support BY 2007 \$M	Total Support BY 2007 \$M	Total Program BY 2007 \$M
2014	1.136718	--	--	--	--	0.5	0.5	--	--	--	0.5
2015	1.157179	--	--	--	--	0.3	0.3	--	--	--	0.3
2016	1.178009	--	--	--	--	0.3	0.3	--	--	--	0.3
2017	1.199213	--	--	--	--	0.4	0.4	--	--	--	0.4
2018	1.220799	--	--	--	--	0.3	0.3	--	--	--	0.3
Totals						9.4	9.4				9.4

The Annual Funding Summary Detail page is provided in support of the MAR review process and is only reflected in the Program View given the appropriate privileges. It is also not considered an official part of your MAR. This screen shows the funding stream detail for all Appropriations in your program, in both Base-Year (BY) and Then-Year (TY) dollars (\$M). This report provides you one screen showing all the detail you have supplied for your program cost and funding. Each RDT&E, MILCON, O&M, WCF-C, WCF-O, ORF-C, ORF-O appropriation is displayed in one table showing the fiscal years, escalations indices, BY dollars and TY dollars. Due to the complexity of Procurement appropriations, each Procurement appropriation is displayed in two tables, one for the TY dollars and one for the BY dollars. All Procurement funding element details (e.g., Flyaway & Support) are displayed. Some of this detail may not be displayed anywhere else in DAMIR.

All Programs

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

All dollar values must be entered to the nearest tenth, or 100 thousand dollars (\$0.x in millions).

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button. You may want or need to save periodically as you move through more complex Cost and Funding screens.

Operating & Support Costs

DEC 2012 MAR
Operating & Support Costs for GCSS-J Inc 7 (PNO: N22)

Instructions

Editing MAR O&S Cost Information

MAR Submission	O&S Cost BY 2008 \$M	O&S Cost TY \$M
Prior MAR O&S Cost	56.2	61.2
Draft MAR O&S Cost	56.2	61.2

Save Cancel

Last Updated: December 10, 2012 09:11 AM EST by Ms. Deborah G. Gregory

O&S Cost in BY\$ and TY\$
O&S Costs are entered in total for both Base Year dollars and Then Year dollars in millions.

Save & Cancel
Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

The Operating & Support (O&S) Costs section is only available to baselined programs. This section provides estimates for the costs associated with actual operation and support of the program over its lifecycle. This information is entered as a total estimate in both Base Year and Then Year dollars. If you submitted a previous MAR, the O&S Costs from that submission are provided for reference.

For guidance in determining what information should be provided in this section, please refer to the policy and guidance resources provided in Other References above.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

CAPE Cost of Report

DEC 2012 MAR
 CAPE Cost of Report for GCSS-J Inc 7 (PNO: N22)

Instructions

[Link to CAPE Cost and Report Study Calculator](#)

CAPE Cost of Report

New Reference ID

CAPE Cost of Report

CAPE Cost and Report Study Calculator
 Follow this link and look for the calculator. Use the CAPE calculator to determine the cost to produce your report. You will receive both a cost and a Reference ID.

New Reference ID
 Enter the Reference ID provided by the CAPE Cost and Report Study Calculator.

CAPE Cost of Report
 Enter, in whole dollars, the value provided by the CAPE Cost and Report Study Calculator.

Save & Cancel
 Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Your MAR must include the CAPE estimate for cost to complete the report. This information is calculated by the CAPE Cost and Report Study Calculator available at <https://www.cape.osd.mil/costguidance/>. A link to that website is provided at the top of this screen. Enter the results you receive from that website in this section. Enter the cost estimate provided by the calculator, in whole dollars. Please also include the Reference ID. This information will not be included in the PDF generated version of your report; however, it will be included in a summary report and used to calculate the total cost to complete the MAR. You may make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

Note that this should be the last data entered into your MAR. If additional work on your report is required, use the CAPE Cost and Report Study Calculator and the Reference ID to determine your updated costs and enter the new value into the CAPE Cost field.

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