



# Navy Information Dominance Approval System (NAV-IDAS)

## Multi-Function Device (MFD) Approval Request

Presented by:

January 2014

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IT Efficiencies



# MFD Upcoming NAV-IDAS Changes

- The NAV-IDAS PMO and development team are currently working on modifying the NAV-IDAS ITPR form and workflow to include automation of the MFD questions and workflow approval





# Multi-Function Device Interim Process

## Interim MFD Waiver Process

- **The Requestor must create an ITPR in NAVIDAS to request procurement approval before purchasing IT Assets, i.e., Multi-function devices (MFD) and/or maintenance renewal for MFDs on contract. Have the following list of information ready before beginning:**
  - Financial Point of Contact Name, Email, and Phone
  - Contract Number and Period of Performance Dates
  - AIS Extensions, UII (Formerly known as BIN), and Line Number from PBIS-IT
  - SME Requirements (i.e., Section 508, Clinger-Cohen Act, DITPR-DON ID, etc.)
  - *(NOTE: Information on required subject matter areas can be found at the following URL: [http://navidas.navy.mil/SME\\_Training.aspx](http://navidas.navy.mil/SME_Training.aspx))*
  - National Defense Authorization Act (NDAA) information
  - Have the name of local/site Internal Reviewers/Managers that you will add to the ITPR Approval Workflow. If you are unsure, contact your Command Customer Service Representative (CSR)
  - Prepare your Executive Summary ahead of time and use text editor, such as Notepad, to utilize the full 4,000 character limit (MS Word adds hidden formatting that can count against the total amount of characters allowed)
  - All networked and stand-alone DON copiers, printers, fax machines, scanners (CPFS), and MFDs are listed on the NMCI Certified Device List found at the following Navy Homeport URL: <https://www.homeport.navy.mil/services/clin/0549/>
  - What is the MFD requirement for which you are requesting procurement approval?
  - Is this an authorized MFD listed in the NMCI Certified Device List?      Y/N





# Multi-Function Device Interim Process

## Interim MFD Waiver Process (continued)

- MFD Waiver Process
- Has your organization been assessed by DLA?
  - If **Yes**, answer the following: Can DLA provide the MFD? Y/N
  - Who is your Ech II Navy DLA POC?
  - Can NGEN/HP provide the MFD? Y/N
  - If **No**, answer the following:
    - Has the requesting organization reached out to DLA to confirm or schedule an assessment?
      - If Yes, DDCIO(N) can assess your request for an MFD Waiver
- If **No**, then DDCIO(N) will not assess your request for an MFD Waiver until you contact DLA for an assessment and provide date of DLA assessment
  - Can DLA provide the MFD? Y/N
  - Who is your Ech II Navy DLA POC?
  - Can NGEN/HP provide the MFD? Y/N
- Provide the following information regarding the MFD waiver request:
  - Justification for Waiver
  - Operational Impact
  - Mitigation strategy if Waiver is denied





# Multi-Function Device Interim Process

## Interim MFD Waiver Process (continued)

- **Upload a Business Case Analysis and include the following:**
  - Required MFD capabilities needed
  - MFD purchase price (by product)
  - MFD maintenance and support costs
  - All non-DLA contracts currently in place and the contract Period of Performance (PoP); be sure to include the contract expiration date
  - Cost savings and potential value-added by using non-DLA products/services
  - Business case rationale for using non-DLA and non-NGEN/HP
  - Duration for the requested waiver (“from” and “to” dates in following format: MMDDYYYY)
  - Contracting activity/office and POC information
  - Alternative contract vehicle(s) targeted/proposed for use
  - All other information that would be pertinent for assessing your waiver request





# Multi-Function Device Interim Process

## Interim MFD Waiver Process (continued)

- **Final Waiver Request Adjudication**

- DDCIO(N) will assess and adjudicate (approve or deny) your completed waiver request
- If approved, the ITPR continues through the normal NAV-IDAS approval process
- If DDCIO(N) does not approve the waiver request, the ITPR does not continue through the normal NAV-IDAS approval process
- Note: ECH II CIO has the option to deny a waiver approval or to concur with DDCIO(N)





# Point of Contacts

- **DDCIO (N) MFD Lead**

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