

UNCLASSIFIED//

R 051945Z AUG 14 INFORMATION TECHNOLOGY PROCUREMENT REQUEST APPROVAL PROCESS CNO  
WASHINGTON DC

TO NAVADMIN

UNCLAS

SUBJ/INFORMATION TECHNOLOGY PROCUREMENT REQUEST APPROVAL PROCESS  
FISCAL YEAR 2015 GUIDANCE//

NAVADMIN 177/14

MSGID/GENADMIN/CNO WASHINGTON DC/N2N6/AUG//

REF/A/MSG/CNO WASHINGTON DC/181709ZNOV13//

REF/B/MSG/COMSPAWARSSYSCOM SAN DIEGO CA/012023ZDEC11//

REF/C/DOC/CNO WASHINGTON DC/17SEP13//

REF/D/DOC/CNO WASHINGTON DC/23APR14//

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NARR/REFERENCE (A) IS NAVADMIN 295/13. REFERENCE (B) ESTABLISHES  
INFORMATION TECHNOLOGY ACQUISITION APPROVAL PROCESS  
(ITAAP). REFERENCE (C) DIRECTS THE USE OF THE NAVY INFORMATION  
DOMINANCE APPROVAL SYSTEM (NAV IDAS) INFORMATION TECHNOLOGY  
PROCUREMENT REQUEST (ITPR) PROCESS TO TRACK MULTIFUNCTION DEVICES  
(MFD) PROCUREMENTS AND WAIVER REQUESTS. REFERENCE (D) DIRECTS THE  
MANDATORY USE OF NAV IDAS TO TRACK ENTERPRISE LICENSE AGREEMENT  
(ELA) SOFTWARE.//

RMKS/1. THIS NAVADMIN UPDATES REFERENCE (A), GUIDANCE FOR THE ITPR  
AND APPROVAL PROCESS, EFFECTIVE 1 OCTOBER 2014.

2. ITAAP ENSURES EFFECTIVE AND EFFICIENT EXPENDITURE OF FUNDING TO  
ACQUIRE INFORMATION TECHNOLOGY (IT) CAPABILITIES, PREVENT  
DUPLICATIVE INVESTMENTS, PROVIDE VISIBILITY ON ALL NAVY IT RELATED  
EXPENDITURES, AND ULTIMATELY ACHIEVE STRATEGIC SOURCING FOR IT  
PROCUREMENT. PROCUREMENT ACTIONS FOR IT MAY NOT BE INITIATED  
WITHOUT AN ITPR APPROVAL.

3. ITPRS SHALL BE PROPERLY SCOPED FOR THE REQUIRED NEED, AND SHALL  
NOT BE SEGMENTED TO AVOID THE IT DOLLAR THRESHOLDS OR IT OVERSIGHT  
AND GOVERNANCE.

4. THE FOLLOWING IT PROCUREMENT GUIDANCE APPLIES TO ALL IT ASSETS  
INCLUDING HARDWARE, SOFTWARE, MAINTENANCE, CONTRACT SUPPORT, AND  
TELECOMMUNICATION SERVICES THAT ARE REPORTED IN THE PROGRAM BUDGET  
INFORMATION SYSTEM-IT (PBIS-IT) AND RESOURCED WITH NAVY APPROPRIATED  
AND NON-APPROPRIATED FUNDS.

A. FOR ITPRS LESS THAN \$500K, THE ECHELON II COMMAND INFORMATION  
OFFICER (CIO) RETAINS DISCRETION TO SET A LOCAL APPROVAL  
THRESHOLD AMOUNT FOR ASSIGNED ECHELON III AND BELOW COMMANDS. THE ITAAP  
GOVERNANCE BODY WILL REVIEW ALL ITPRS OF \$500K OR GREATER AND  
FORWARD TO THE DEPUTY DEPARTMENT OF THE NAVY CHIEF INFORMATION  
OFFICER NAVY (DDCIO (N)) FOR APPROVAL. ITPRS SUBMITTED FOR \$20M

OR GREATER REQUIRE OPNAV N80 STAFF REVIEW. N80 SHALL, IN COORDINATION WITH DDPIO (N), RECOMMEND FINAL APPROVAL OR DISAPPROVAL. IF FURTHER REVIEW IS REQUIRED, OPNAV N80 SHALL PRESENT THE REQUEST TO THE RESOURCES REQUIREMENT REVIEW BOARD FOR A FINAL PROCUREMENT DECISION.

B. PROCUREMENT REQUESTS MUST BE SUBMITTED ELECTRONICALLY VIA NAV IDAS FOR:

- (1) BUSINESS MISSION AREA PROGRAMS AND NON-PROGRAMS OF RECORD SOFTWARE, HARDWARE, MAINTENANCE, AND SUPPORT SERVICES;
- (2) FLEET/OUTSIDE THE CONTINENTAL U.S. (OCONUS) NETWORK CENTRIC IT ASSETS (I.E., CONSOLIDATED AFLOAT NETWORK ENTERPRISE SERVICES (CANES) AND OCONUS NAVY ENTERPRISE NETWORK) INCLUDING ALL SUPPORT SERVICE CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (3) NEXT GENERATION (NGEN) PROGRAM MANAGEMENT AND NETWORK IT INFRASTRUCTURE;
- (4) CRYPTOLOGIC (UNCLASSIFIED) IT SYSTEMS INCLUDING SUPPORT SERVICE CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (5) IT ASSETS PROCURED USING MILITARY INTELLIGENCE PROGRAM FUNDS;
- (6) IT FOR INDUSTRIAL/BASE OPERATING SUPPORT (I.E., HEATING, VENTILATION, AIR CONDITIONING, PERIMETER SECURITY, AND ANTI-TERRORISM FORCE PROTECTION) INCLUDING ALL SUPPORT SERVICE CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (7) ASHORE EXCEPTED NETWORK INFRASTRUCTURE ASSETS INCLUDING ALL SUPPORT SERVICE CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (8) COMMERCIAL OFF THE SHELF AND GOVERNMENT MODIFIED OFF THE SHELF SOFTWARE;
- (9) TELECOMMUNICATIONS, COMMERCIAL SUPPORTED HANDHELD WIRELESS COMMUNICATION DEVICES, NON-TACTICAL RADIOS AND TELECOMMUNICATION SERVICE SUPPORT CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (10) BUSINESS IT THAT SUPPORTS OVERSIGHT AND PROGRAM MANAGEMENT OPERATIONS OF PROGRAM EXECUTIVE OFFICE, PROGRAM MANAGER WARFARE, OR PROGRAM MANAGER AIR; AND WEAPON SYSTEMS SUPPORT (I.E., PORTALS, HARDWARE, AND SOFTWARE TOOLS, ENGINEERING SERVICES, FINANCIAL MANAGEMENT, INSTALLATION, AND SUPPORT SERVICE CONTRACTS REGARDLESS OF CONTRACT VALUE);
- (11) RESEARCH, DEVELOPMENT, TEST AND EVALUATION LABORATORY NETWORK INFRASTRUCTURE THAT SUPPORTS WEAPON SYSTEM REPLICATION, TRAINERS, RANGES, AND SIMULATORS, INCLUDING ALL SERVICE AND STAFF SUPPORT CONTRACTS REGARDLESS OF CONTRACT VALUE;
- (12) SMALL BUSINESS INNOVATIVE RESEARCH PILOTS/PROOFS OF CONCEPT; AND
- (13) BUREAU OF MEDICINE AND SURGERY SHIPBOARD IT ASSETS THAT SUPPORT FLEET FORCE HEALTH PROTECTION OPERATIONS, INCLUDING ALL STAFF AND SERVICE SUPPORT CONTRACTS REGARDLESS OF CONTRACT VALUE.

C. IN ALIGNMENT WITH DEPARTMENT OF THE NAVY (DON) MFD POLICY,

ECHELON II CIOS MUST USE DEFENSE LOGISTICS AGENCY (DLA) SERVICES FOR PRINTING PURCHASES. IF DLA CANNOT SATISFY THE PRINTING REQUIREMENTS, A WAIVER REQUEST THAT INCLUDES A JUSTIFICATION FOR DEVIATING FROM USING DLA'S PRINTING SERVICES RECOMMENDATIONS MUST BE SUBMITTED THROUGH NAV IDAS BY THE REQUESTOR.

D. PER REFERENCE (D), ALL NAVY ORGANIZATIONS SHALL SUBMIT AN ITPR FOR ALL SOFTWARE AND MAINTENANCE PRODUCTS PROCURED FROM ANY DON ELA. IF A DON ELA CANNOT SATISFY THE REQUIREMENTS, AN AUTOMATED WAIVER REQUEST THAT INCLUDES A JUSTIFICATION FOR DEVIATING FROM USING DON ELA MUST BE SUBMITTED THROUGH NAV IDAS. CATALOG PRODUCTS, BLANKET PURCHASE AGREEMENT SOFTWARE PRODUCTS, AND CORE PRODUCTS CENTRALLY FUNDED AND PAID ANNUALLY MUST HAVE ITPRS SUBMITTED WITHIN NAV IDAS. SOFTWARE VENDORS WILL NOT INITIATE PROCUREMENT ACTIONS WITHOUT ITPR APPROVAL.

E. COMMANDS ACTING AS EXECUTIVE AGENTS FOR DEPARTMENT OF DEFENSE (DOD) PROGRAMS USING NON-NAVY BUDGET DOLLARS TO PROCURE IT HARDWARE, SOFTWARE, MAINTENANCE, SUPPORT, OR TELECOMMUNICATIONS IN SUPPORT OF OTHER DOD COMPONENTS OR NON-DOD AGENCY PROGRAMS MAY SUBMIT AN ITPR FOR TRACKING PURPOSES. EXPENDITURES FOR SUCH REQUESTS WILL NOT BE REPORTED IN THE IT EXPENDITURE REPORTING SUMMARY.

5. THE FOLLOWING ARE EXEMPT/NOT INCLUDED IN THIS PROCESS:

- A. WEAPONS AND PLATFORM IT DESIGNATED SYSTEMS NOT REPORTED IN PBIS-IT (E.G., COMMAND, CONTROL, COMPUTER, COMMUNICATIONS, INTELLIGENCE, SURVEILLANCE, AND RECONNAISSANCE).
- B. EXPENDABLES (E.G., PAPER, INK, TONER, COMPACT DISC, DIGITAL VIDEO DISC MEDIA, ETC.).
- C. NGEN PRICED AND UN-PRICED CONTRACT LINE ITEM NUMBERS NOT ASSOCIATED WITH NGEN PROGRAM MANAGEMENT.
- D. IT ASSETS PROCURED WITH NATIONAL INTELLIGENCE PROGRAM FUNDS.
- E. IT ASSETS PROCURED USING DEFENSE HEALTH AGENCY FUNDS.
- F. CONSUMABLE SPARE PARTS FOR COMPUTERS (I.E. MOTHERBOARDS, REMOVABLE INTERNAL/EXTERNAL DISK DRIVES, ETC.).
- G. PERSONNEL IT TRAINING AND SUBSCRIPTIONS NOT REPORTED IN THE IT BUDGET.

6. ORGANIZATIONAL RESPONSIBILITIES:

- A. ECHELON II CIOS AND BUDGET SUBMITTING OFFICES SHALL REFERENCE AND INCORPORATE REVISED POLICY CONTAINED IN THIS NAVADMIN INTO LOCAL REGULATIONS AND STANDARD OPERATING PROCEDURES.
- B. OPNAV N80 SHALL REFERENCE AND INCORPORATE REVISED POLICY CONTAINED IN THIS NAVADMIN INTO LOCAL REGULATIONS AND STANDARD OPERATING PROCEDURES REGARDING THE REVIEW AND APPROVAL OF IT REQUESTS OF \$20M OR GREATER.
- C. COMMANDER PACIFIC FLEET AND U.S. FLEET FORCES COMMAND CUSTOMER SERVICE REPRESENTATIVE MUST ASSIST AFLOAT COMMAND USERS WITH ITPR SUBMISSIONS.

7. RELEASED BY VICE ADMIRAL T. N. BRANCH, OPNAV N2N6.//