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NAVADMIN 021/16

MSGID/GENADMIN/CNO WASHINGTON DC/N2N6/SEP//

SUBJ/INFORMATION TECHNOLOGY PROCUREMENT REQUEST APPROVAL PROCESS FISCAL YEAR
2016 GUIDANCE//

REF/A/MSG/CNO WASHINGTON DC/ 181709ZAUG14//
REF/B/MSG/COMSPAWARSYSCOM SAN DIEGO CA/012023ZDEC11//
REF/C/LTR/CNO WASHINGTON DC/17SEP13//
REF/D/LTR/CNO WASHINGTON DC/23APR14//
REF/E/LTR/CNO WASHINGTON DC/26FEB15//
REF/F/LTR/DON CIO WASHINGTON DC/15MAY15//
REF/G/LTR/DON CIO WASHINGTON DC/20JUL15//
REF/H/LTR/CNO WASHINGTON DC/15MAY13//
NARR/REF A IS NAVADMIN 177/14. REF B ESTABLISHES INFORMATION TECHNOLOGY
ACQUISITION APPROVAL PROCESS. REF C DIRECTS THE USE OF THE NAVY INFORMATION
DOMINANCE APPROVAL SYSTEM (NAV IDAS) INFORMATION TECHNOLOGY PROCUREMENT
REQUEST PROCESS TO TRACK MULTIFUNCTION DEVICES PROCUREMENTS AND WAIVER
REQUESTS. REF D DIRECTS THE MANDATORY USE OF NAV IDAS TO TRACK ENTERPRISE
LICENSE AGREEMENT SOFTWARE. REF E IS THE NAVY PORTAL/WEBSITE STRATEGY. REF
F IS THE UPDATED GUIDANCE FOR ACQUIRING COMMERCIAL CLOUD SERVICES IN THE
DEPARTMENT OF THE NAVY. REF G IS APPROVALS/WAIVERS FOR OBLIGATION OF FUNDS
FOR DATA SERVERS AND CENTERS. REF H IS THE DESIGNATION OF COMNAVAIRSYSCOM AS
THE HELP DESK CONSOLIDATION LEAD//

RMKS/1. This NAVADMIN replaces reference (a), guidance for the Information
Technology Procurement Request (ITPR) and approval process.

2. Information Technology Acquisition Approval Process (ITAAP) ensures
effective and efficient expenditure of funding to acquire Information
Technology (IT) capabilities, prevent duplicate 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. Command Contracting Officers and
Purchasing Agents including those operating at Fleet Logistic Centers will
not obligate government funds without an approved ITPR control number
included with the procurement documents.

3. Once an ITPR has been submitted, each reviewer in the workflow will have
a total of ten business days to take action on the ITPR. The reviewer will
receive notification to act on the request or it will automatically cancel at
the end of the 10th business day. Customer Service Representatives (CSRs)
must ensure minimum delays in the workflow process including the setting of
proxy reviewers if the assigned reviewer is not available.

4. All Programs of Record (POR), including Defense Business System requests
are required to utilize the systems subject matter expert exemption Speed

Pass. In addition all PORs and Non PORs are encouraged to submit annual Spend Plan requests; an approved spend plan eliminates submitting subsequent requests during the fiscal year.

5. The following IT procurement guidance for FY-16 applies to all IT assets including hardware, software, maintenance, contract support, telecommunication services, and back office IT that supports tactical programs reported in the Program Budget Information System-IT (PBIS-IT) and resourced with the Navy appropriated funds. 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.

a. IT assets \$25,000 or less, including assets purchased via the Government Credit Card program are exempt from this process and do not require the submission of an ITPR. All exempt requests will be reported quarterly. All Echelon II commands will be required to submit an organization \$25,000 or less quarterly report to Deputy Department of the Navy Chief Information Officer Navy (DDCIO (N)). Restrictions to the \$25,000 threshold can be found in paragraph 6. For ITPRs less than \$500,000 the Echelon II Command Information Officer (Echelon II CIO) retains discretion to set a local approval threshold amount for assigned Echelon III and below commands. ITPRs \$500,000 or greater will route to the DDCIO (N) for approval. ITPRs submitted for \$20 million or greater require Chief of Naval Operations (N80) staff review. N80 will in coordination with DDCIO (N) recommend final approval or disapproval. If further review is required, N80 will present the request to the Resources Requirement Review Board (R3B) for a final procurement decision.

b. Procurement requests must be submitted electronically via Navy Information Dominance Approval System (NAV IDAS) for:

(1) Business mission area programs certified and approved by the Defense Business Council/Investment Review Board and non-programs of record software, hardware, maintenance, and support services.

(2) Fleet/OCONUS network centric IT assets (i.e. consolidated afloat network enterprise services and One-Net including all support service contracts regardless of contract value.

(3) Next Generation (NGEN) program management and network IT infrastructure only.

(4) Cryptologic (UNCLASSIFIED) IT systems including support service contracts regardless of contract value.

(5) IT assets procured using Military Intelligence Program (MIP) and National Intelligence Programs 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 (COTS) and Government modified off the shelf (GOTS) software.

(9) Telecommunications, commercially supported handheld wireless communication devices, non-tactical radios, and telecommunication service support contracts regardless of contract value.

(10) Back office 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 if funding source is in PBIS IT.

(13) Bureau of Medicine and Surgery, IT assets procured using Defense Health Agency funds and 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) Multi-Function Devices (MFD) policy, Echelon II Command Information Officers must continue to use Defense Logistics Agency (DLA) services for printing purchases. If DLA cannot satisfy the printing requirements, a waiver request and Business Case Analysis (BCA) that includes a justification for deviating from using DLAs printing services recommendations must be submitted through NAV IDAS by the requestor. Exception to using DLA or requesting an MFD waiver exists if you are requesting print services for NGEN. All print services requests for NGEN must be submitted via your NGEN command representative. There is no requirement to submit an ITPRs for NGEN print services.

d. Commands shall continue to submit an ITPR for all software and maintenance products procured from any DoN Enterprise License Agreement (ELA), and Enterprise Software Initiative (ESI)- this includes all PORs. There are no exceptions or approval alternatives no matter the source of funding or core products that have been funded by the enterprise (e.g. oracle core products). If a DoN ELA/ESI 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 (BPA) 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 must submit an ITPR with detailed justification for the procurement or sustainment of portals, websites, and web presence that are considered a collaboration or information sharing IT environment used to enhance operational or business mission areas. All portal submissions will be reviewed and adjudicated by DDCIO (N) regardless of the total cost.

f. Commands must submit an ITPR with a BCA and Engineering Analysis for every Commercial Cloud Computing Services (CCCS) request. All CCCS requests will be reviewed and adjudicated by DDCIO (N). Negotiations between commands and vendors is not authorized.

g. To ensure data center and server hardware transactions are compliant with the National Defense Authorization Act FY-12 section 2867 waiver review and approvals, all requests must be submitted through NAV IDAS, this includes all PORs, including major automated information systems, defense business systems, and supporting back office IT. There are no exceptions or approval alternatives.

h. Commands must submit an ITPR with detailed justification for the procurement of new Navy IT help desks or upgrades (technology refresh and software/hardware updates) to existing help desks that are on track to be consolidated into the Navy Enterprise help desk. All help desk submissions will be reviewed and adjudicated by DDCIO (N). This includes all PORs, no exceptions or approval alternatives.

i. Commands must submit an ITPR for the procurement of all WiFi connections. All WiFi connections must be configurable and secured in accordance with the Navy's mobility policy.

j. Commands acting as Executive Agents for Department of Defense (DoD) programs using non-Navy budget 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.

6. The following restrictions apply to the \$25,000 exemption threshold and therefore require ITPR approval:

- a. All requests for MFD/DLA print services.
- b. All requests for software/maintenance products using any DoN ELA/ESI.
- c. All requests for procurement/maintenance support of portals, websites, and web presences.
- d. All requests for commercial cloud computing services.
- e. All requests for Data Center and server hardware/software waiver reviews and approvals.
- f. All requests for FY-16 approved Defense Business Systems.
- g. All requests for new Navy IT Help Desks or upgrades, (technology refresh and software/hardware updates).
- h. All requests for new COTS and GOTS applications not registered in the DoN Applications Database Management System and not approved for use by the assigned Functional Area Manager.
- i. All requests for contract support services that will exceed the \$25,000 threshold over the course of the contract (includes option years).

7. The following are exempt from the ITPR process:

- a. Weapons and Platform IT designated systems not reported in PBIS-IT (e.g., command, control, computer, communications, intelligence, surveillance, and reconnaissance (C4ISR).
- b. Consumables, (e.g., batteries and power supplies, surge protectors, paper, toner, ink, compact disc, digital video disc media)
- c. Peripherals (e.g. Smart Card/CAC readers and sleds, computer monitors or televisions used for display purposes, mouse, keyboard, joysticks, trackballs, computer microphones, speakers or headsets)
- d. NGEN priced and un-priced contract line item numbers not associated with NGEN program management.
- e. Consumable spare parts for computers (e.g. motherboards, removable internal/external disk drives, memory cards).
- f. Personnel IT training and subscriptions not reported in the IT budget.

8. Organizational responsibilities:

- a. Echelon II CIOs and budget submitting offices: reference and incorporate revised policy contained in this NAVADMIN into local regulations and standard operating procedures.
- b. Assigned Type Commander (TYCOM): NAV IDAS Command Managers must assist afloat command users with ITPR submissions and are responsible for ensuring the ITPRs they approve for their command and their subordinate commands are complete and acceptable. Pacific Fleet and United States Fleet Forces Command CSRs will support TYCOM and afloat command users with ITPR submissions as required.
- c. Command CSRs: Responsible for modifying and validating streamlined workflows, assisting new and existing users aligned to their command in the creation of NAV IDAS accounts, ITPR requests, answer general questions about the process/tool and communicate new guidance and policy affecting the ITPR process.

8. Point of contact is Mr. Michael Cricchio, OPNAV N2N6BC1 at (571) 256-8510 or email: michael.cricchio1(at)navy.mil.

9. Released by VADM Ted N. Branch, Deputy Chief of Naval Operations for Information Dominance, OPNAV N2N6.//

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