DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 5200.2C
N6
5 OCT 2018

NETC INSTRUCTION 5200.2C

From: Commander, Naval Education and Training Command

Subj: TRAINING AND EDUCATION INFORMATION TECHNOLOGY GOVERNANCE

Ref: (a) NETCINST 5200.3C

Encl: (1) Training and Education Information Technology/
            Information Management Systems
        (2) Training and Education Functional Review Board
            Charter
        (3) Training and Education Information Technology
            Functional Manager Charter
        (4) Governance Definitions and Acronyms

1. Purpose. To improve effectiveness of the Naval Education
and Training Command (NETC) Training and Education (T&E)
Information Technology (IT) Governance entities and describe the
framework that ensures IT investments are aligned to the mission
goals within T&E. Figure 1 illustrates the overarching
governance that enables Functional Business Area personnel and
external Navy stakeholders to interact effectively and
prioritize critical IT investments. This oversight process is
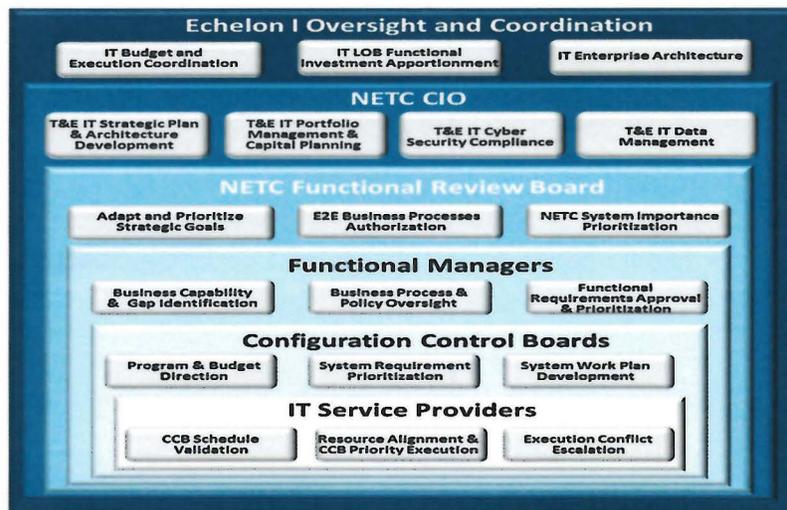titled "NETC Command Information Officer (CIO) T&E IT
Governance."

Figure 1. NETC CIO T&E IT Governance

2. Cancellation. NETCINST 5200.2B.

3. Background. NETC established the subordinate Business Capability Areas within T&E IT. The subordinate Business Capability Areas include Supply Chain Integration, Training Delivery, Training Data Management, Learning Standards, Education, Accessions, and Financial Management.

4. Scope

   a. NETC establishes and defines the T&E IT Governance, Functional Manager (FM), and Functional Review Board (FRB) authorizations and responsibilities in this instruction. Included is the requirement to integrate with other NETC IT Governance entities.

   b. The T&E IT governance and supporting processes extend throughout the Navy and engage as needed with external stakeholders to ensure consistent operations. This can include, but is not limited to, Chief of Naval Operations, Office of the Chief of Naval Operations (N1B), U.S. Fleet Forces Command, Production Management Office, Space and Naval Warfare Systems Command (PMW240), and other officially sanctioned Manpower, Personnel, Training, and Education FRBs as identified by policy.

   c. The governance defined by this instruction creates the official review board that adjudicates T&E IT functional requirements then prioritizes and oversees strategies for change. Enclosure (1) lists the IT systems associated with the T&E IT FRB governance.

5. Policy

   a. Enclosure (2) describes the composition, function, responsibilities, and deliverables of the T&E FRB. The T&E FRB prioritizes and approves IT strategic business initiatives. Commander, NETC appoints the T&E FRB Chair.

   b. The T&E IT Functional Areas within the NETC domain are illustrated in Figure 2. The majority of the areas align with core Department of Defense (DoD) Business Enterprise Architecture (BEA) Business Capabilities found in the "Hire-To-Retire" end-to-end process.

NETC IT Governance
NETC IT Functional Areas & System Alignment

FM's K. Miller, N3   M. Mosley, N73   J. Wishall, N72   T. Bonanno, N74   L. Mate, N52   L. Mate, N52   D. Cole, NSTC N6

Operational Activity Focus Areas

SUPPLY CHAIN OPERATIONS	TRAINING DATA MANAGEMENT	TRAINING RESOURCE MANAGEMENT	LEARNING STANDARDS MANAGEMENT	EDUCATION PROGRAMS	ADVANCEMENT MANAGEMENT	ACCESSIONS MANAGEMENT	FINANCIAL MANAGEMENT
Production/Demand Planning; Production Line Management; Student Management; Accession Distribution	Student Data Management; Fleet Quota Control Liaison; Course Data Management	Training Delivery Systems; Equipment Management; Resource Scheduling	Curriculum Management; Course Management; Training Assessment; Instructor Certification Management	Learning and Development; Voluntary Education; Navy Leadership; Accreditation & Licensing	Personnel Promotion Management; Promotion Candidate Identification; Personnel Promotion Reporting	Enlisted/Officer Accession Training; Officer Scholarships; Officer Accessions Education; Citizenship Development (NJROTC)	Execution Fund Account Management; Financial Reporting Requirements; Accounts Receivable; Budget Development Management

Systems

NETC N1 / N4 Total Force Manpower & Logistics
NETC PfM / IT Architecture / Data Management

CeTARS
PM: Mark Thorne
TM: Ray Delemos

NEAS
PM: CDR D. Johnson
TM: Bill Ralli

NETFOCUS
PM: Joel Lopez
TM: Rich Rhea

LMS/NeL
PM: H. Reeves
TM: S. Conway

My Education
PM: M. Oberly
TM: L. Townsend

CARIS
PM: B. Cowling
TM: B. Rayburn

LAS
PM: Dean Taylor
TM: Steve Conway

NTMPS
PM: Hank Reeves

AIM
PM: K Ramey
TM: Steve Conway

CLE
PM: J. Lasseter
TM: TBD

Infra

Training Delivery: PM: S. Young, TM: Many

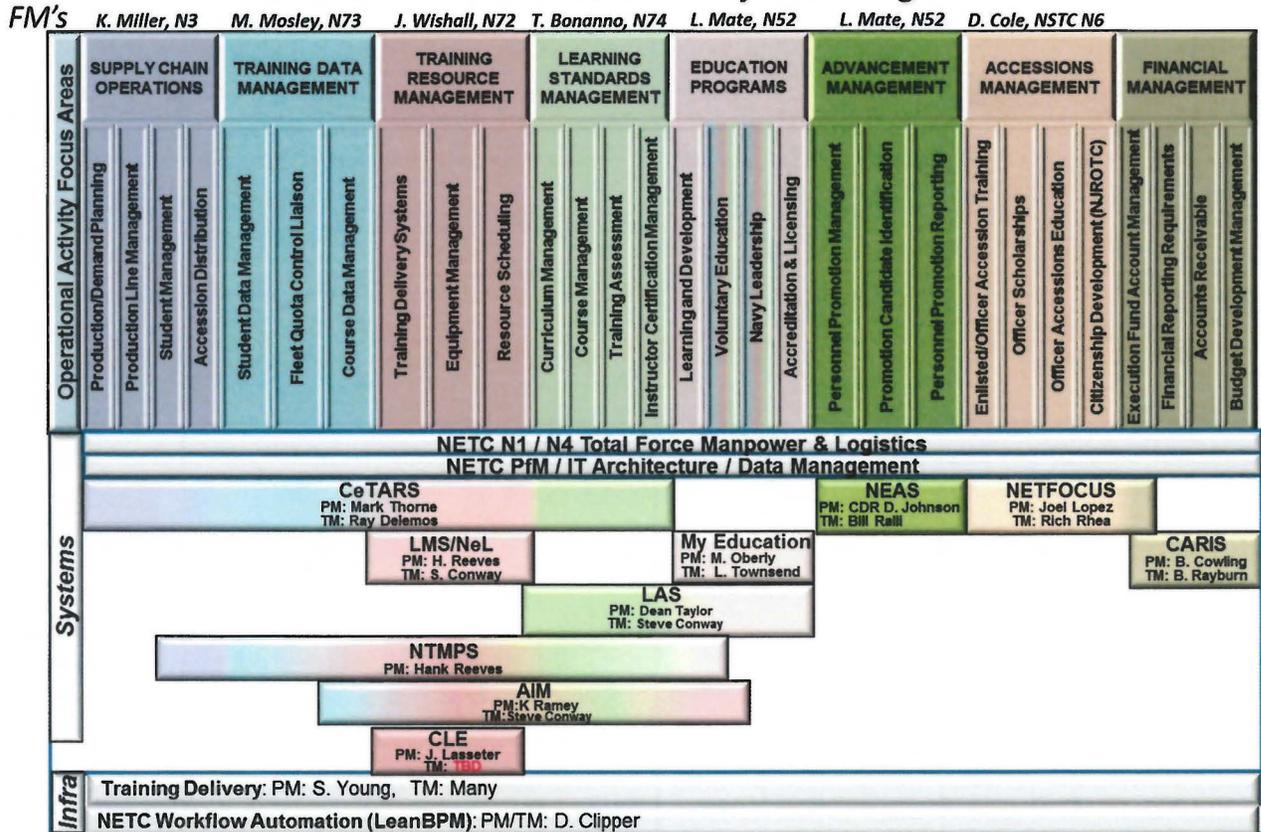NETC Workflow Automation (LeanBPM): PM/TM: D. Clipper

Figure 2.   NETC IT Functional Areas associated with T&E IT

c.   Functional Areas, led by the functional area lead, provide specific functional definition associated with T&E IT requests and investments. FMs have the authority to approve functional recommendations that align with DoD BEA guidelines. NETC FM roles and responsibilities are described in enclosure (3). The following list contains the Business Capability Groups supporting NETC's T&E IT:

(1) Supply Chain Integration Management. Provides the means to help measure the "Quantity" of students trained within the schoolhouse and the follow-on training which will be continued once they are assigned to the fleet. T&E Supply Chain will provide the requisite infrastructure for effectively developing training curricula and help measure the "Quality" of training content and delivery of training to the same student.

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(2) Training Delivery Management. Provides a way to manage and maintain a secure, interoperable network infrastructure and delivery platform for capturing, aligning, standardizing, and reposing training content to students.

(3) Training Data Management. Business strategies and processes associated with tracking course completions, assessments, schedules, and quotas.

(4) Learning Standards Management. Business strategies and processes associated with curriculum content management, distributed learning, training performance, and training effectiveness.

(5) Education Programs. Business strategies and processes associated with military education, voluntary education, and accreditation/licensing.

(6) Accessions Management. Business strategies and processes associated with enlisted/officer accessions training, scholarships, officer accession, education options, and citizenship development; Naval Reserve Officers Training Corps and Navy Junior Reserve Officers Training Corps.

(7) Advancement Management. Procedures for administering the advancement in rate system for enlisted members serving on Active Duty in the U.S. Navy, U.S. Navy Reserve, and Inactive U.S. Navy Reserve.

(8) Financial Management. Oversight of systems utilized by NETC to conduct budgeting and execution tracking.

d. Enclosure (3) describes the composition of the Business Capability Areas and associated responsibilities and deliverables. The FM charter illustrates how the T&E IT oversight and guidance processes support the NETC CIO, FRB, and Configuration Control Boards (CCBs).

e. All new IT system functional requests are submitted for evaluation via the request submission tool, located on the NETC Homepage: https://www.mnp.navy.mil/group/netc-intranet/.

6. Definitions. Definitions are provided in enclosure (4).

7. Roles/Responsibilities

a. NETC CIO. NETC CIO is responsible for executing the T&E IT governance. NETC CIO has the signing authority for the T&E FRB and FM charters and appoints FM assignments. IT investment management and service providers are engaged in governance decisions to ensure deliverables are strategically aligned with the T&E Line of Business (LOB). NETC CIO solicits T&E FRB and FM inputs for long range planning. NETC CIO interacts with the T&E IT governance service providers and CCBs to best support associated systems. This includes providing technical guidance for development of decision support documentation to include IT Functional Requirement Documents, Business Case Analysis, Requests for Information Services, System Functionality Assessments, Analysis of Alternatives, Independent Cost Estimates, and Risk Assessment Matrix. All future Defense Business System integration strategies and significant modifications are defined using prescribed DoD Architecture Framework artifacts that are reviewed and approved by the NETC Enterprise Architecture point of contact prior to development.

b. T&E IT FRB. The T&E FRB adapts and prioritizes strategic goals, communicating them to FMs and rationalizes mission/fleet needs with existing capability. The Annual Work Plans (AWPs) contain IT functional requirements that are reviewed based on alignment with strategic initiatives, business value, associated risk, and potential return on investment. The T&E FRB prioritizes NETC system importance and makes resource tradeoff recommendations driven by fiscal constraints. The primary T&E FRB members are NETC Chief of Staff, N1, N3, N4, N5, N6 (Chair), N7, N8, and NSTC OD.

c. T&E IT FMs. T&E IT FMs have authority to recommend Program Manager (PM) assignments for respective system areas to NETC CIO for consideration and assignment. FMs work with associated system PMs to validate functional requirements. T&E IT FMs also integrate strategic objectives into their area of responsibility (AOR) and develop functional implementation plans that address business capability gaps. They are responsible for business process effectiveness and business process roadmap for system capability changes, and prioritize all functional requirements that pertain to their designated AOR. Cross-functional IT requests are brought to a FM forum for concurrence prior to requesting service provider support. Unresolved IT functional issues are forwarded to the T&E FRB for resolution.

NETC N6 leads a monthly FM drumbeat meeting and coordinates with NETC CIO on IT requests requiring CIO engagement.

d. IT Application PMs. PMs are appointed by NETC CIO as primary subject matter experts for associated systems and serve as the focal point of contact for system information. NETC PMs are the primary advisor for requirements related to management of assigned system. In addition, the PMs partner with T&E IT FMs, NETC N6, CCBs, and IT service providers as needed to capture financial, technical, and compliance related specifications. Each NETC PM coordinates with functional stakeholders to address functional Change Requests that require resources above core or minimum sustainment thresholds during the configuration control process. In conjunction with Technical Managers, PMs lead their respective CCB to prioritize all System (Programs of Record (PORs)) requirements and develop AWPs. Each PM has a line of reporting to the responsible FM.

e. CCBs. T&E IT CCBs are authorized to act on behalf of the NETC CIO to manage the configuration control process, which includes providing project management, workload execution status for NETC PORs, and creating AWPs with recommended priorities. Reference (a) provides the requisite governance for managing CCBs within the T&E LOB.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, NETC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. The instruction may be subject to cancellation unless reissued or canceled prior to the 5-year anniversary date.

K. J. COZAD

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the NETC public web site, https://www.netc.navy.mil/directives.htm, or via HP Records Manager (HPRM).

TRAINING AND EDUCATION INFORMATION TECHNOLOGY/
INFORMATION MANAGEMENT SYSTEMS

Application Areas	Program of Record Name	Business Capability with Lead
AIM	Authoring Instructional Material	Learning Standards Management Material NETC N7/NETC N5
CARIS	Corporate Automated Resource Information System	NETC N8
CeTARS	Corporate enterprise Training Activity Resource System	Training Data Management NETC N7
LAS	Learning Assessment System (Question Mark/Perception)	Learning Standards Management NETC N7/NETC N5
LEAN BPM	Lean Business Process Management Services	N6
MY EDUCATION		Education Management
SMART	Sailor and Marine Corps American Council on Education Registry Transcript	NETC N5
USMAP	United Services Military Apprenticeship Program	NETC N5
NCMIS	Navy College Management Information System	NETC N5
NEAS	Navy Enlisted Advancement System	Education Development NETC N5
NETFOCUS	Naval Education and Training Future Officer and Citizenship User System	Accessions Management NSTC N6
TDS	Training Delivery Services	NETC N6

TRAINING AND EDUCATION
FUNCTIONAL REVIEW BOARD CHARTER

1. Purpose. This charter addresses the composition, function, and responsibilities of the Naval Education and Training Command (NETC) Training and Education (T&E) Functional Review Board (FRB). This group supports NETC's Command Information Officer (CIO) with strategic direction and ensures Information Technology (IT) cross functional tradeoffs are consistent with mission objectives, also aligning Program Objective Memorandum (POM) funding submissions to those mission objectives. This charter will require periodic updates to reflect changing board member assignments and FRB responsibility updates. The T&E FRB is a critical component of the NETC CIO T&E IT governance framework that supports system functional management and associated out-year planning.

2. Scope. The T&E FRB adapts and prioritizes strategic goals, communicating them to Functional Managers (FMs) and rationalizes mission/fleet needs with existing capability. Enclosure (4) of reference (a) lists the NETC T&E IT systems. The NETC CIO and T&E FRB chair determine the FRB's routing criteria. FMs and Program Managers (PMs) are assigned initial review responsibility for capability changes. Changes found to be in alignment with FRB goals are prioritized by the appropriate Configuration Control Boards (CCBs).

3. Discussion

    a. The T&E FRB ensures that new IT functional capability changes meet organizational strategy, are prioritized, and supports existing NETC CCB work plans. The T&E FRB works with NETC CIO and Office of the Chief of Naval Operations (OPNAV) (N1B6) to integrate IT-centric mandates impacting T&E IT functional capability changes. The T&E FRB evaluates IT functional capability changes as determined by NETC CIO and provides guidance as it relates to T&E IT business priorities and/or cross-functional trade-off options required to manage the T&E Line of Business.

    b. T&E IT functional capability change requests will be approved or disapproved by the assigned FM. Disapproved requests are returned to the supporting PM and the request originator along with applicable feedback on the disapproval

status. Mitigations are presented to the T&E FRB at the discretion of the T&E FRB Chair and/or NETC CIO.

c. The T&E FRB does not review minimum sustainment support system changes involving normal maintenance fixes and software modifications resulting from external law or regulatory policy changes. These sustainment changes will be governed by the applicable CCB for integration into existing priorities. The T&E FRB receives periodic updates from NETC CIO concerning recommended system changes, workload priority, fiscal and POM related data, and is provided an opportunity to comment on decisions made during the process and/or alter priorities based on applicable business strategies. NETC CIO convenes the T&E FRB to review emergent IT mandates that impact current T&E IT priorities as soon as practical.

4. Membership. T&E FRB membership consists of representation from each NETC directorate and requires a primary and an alternate member be designated in writing by the department directorate. Designated primary members are to be delegated full authority to represent their department at the T&E FRB, and in the absence of the primary member, the alternate member will have full authority to act on the organization's behalf. Department directorates will formally notify the T&E FRB Chair of changes to their designated primary and alternate members via formal correspondence. Primary and advisory members are defined as:

a. Primary Members. Primary members represent specific IT functional areas: NETC Chief of Staff, N1, N3, N4, N5, N6 (Chair), N7, N8, and Naval Service Training Command Officer Development.

b. Advisory Members. Advisory members represent additional stakeholders within the Manpower, Personnel, Training, and Education organization involved with specific T&E IT requests and are requested as needed by T&E FRB Chair. Advisory members may be required from OPNAV (N1B), T&E IT FMs, T&E IT PMs, Naval Education and Training Professional Development Center (T&E IT service providers), Sea Warrior Program (PMW240), Learning Centers, Training Support Centers, and other technical advisors as appropriate based on the agenda.

Enclosure (2)

c. External Members. These members can include but are not limited to OPNAV (N1B), Bureau of Naval Personnel, Commander Fleet Forces Command, and Production Management Office at the discretion of the T&E FRB Chair and/or the NETC CIO.

5. Responsibilities

a. T&E FRB Chair Responsibilities. The T&E FRB Chair is appointed by Commander, NETC and assigns an alternate T&E FRB Chair from the primary membership. Chair responsibilities include conducting T&E FRB meetings, ensuring adherence to disciplined procedures, and development of timely T&E FRB recommendations based on T&E IT strategic objectives. Chair-specific responsibilities include:

(1) Presiding over the T&E FRB.

(2) Conducting T&E FRB meetings as needed and/or recommended by NETC CIO.

(3) Assigning action items, as required.

(4) Approving the T&E FRB minutes and directives submitted for distribution.

b. T&E FRB Primary/Alternate Member Responsibilities. T&E FRB members review all changes and other agenda items presented to the T&E FRB and act as primary members (where applicable) and advisors to the T&E FRB Chair by representing their organizational position and presenting operational or organizational concerns to the Chair. T&E FRB member responsibilities are:

(1) Ensure, as a T&E FRB focal point in the organization, full coordination of IT functional change requests and agenda are vetted with appropriate stakeholders and that all concerns, questions, and/or problems are addressed.

(2) Attend T&E FRB meetings or designate alternate attendance. Alternates may attend meetings with the primary board member.

(3) Review and evaluate the impact of agenda items before T&E FRB meetings.

Enclosure (2)

(4) Negotiate and have the authority to commit to take action on changes under review by the T&E FRB.

(5) Submit agenda items and supporting documents at least 15 business days prior to the scheduled meeting.

(6) Ensure action items assigned are completed by established deadlines.

c. Meetings of the T&E FRB are held as needed at the discretion of the T&E FRB Chair and/or NETC CIO. The priority of the agenda items requiring action will guide T&E FRB meetings. In the absence of the Chair, the designated alternate Chair operates with full authority as provided by the T&E FRB Charter and implementing directives.

d. With approval of the T&E FRB Chair and/or NETC CIO, IT functional and technical advisors from the Department of the Navy as well as from external sources may be invited to participate in the T&E FRB for the purpose of providing expertise in IT functional and technical areas in order for the board to render sound decisions on proposed changes and system-related issues. Depending on the type of change proposed, the T&E FRB may require specialized advice. Advisors will be provided the required background information in advance of the meeting.

e. T&E FRB will periodically review T&E IT POM submissions and workload priorities as needed by NETC CIO. The Chair will develop the agenda within five days of a scheduled T&E FRB meeting.

f. The expected output of T&E FRB meetings are adjudicated cross-functional IT requirements, trade-off recommendations to the CIO, and input into POM.

TRAINING AND EDUCATION INFORMATION TECHNOLOGY
FUNCTIONAL MANAGER CHARTER

1. <u>Purpose</u>. This charter establishes the composition, function, responsibilities, and authority for Functional Managers (FMs) within Training and Education (T&E) Information Technology (IT). Reference (a) assigns business need validation and resource scheduling conflict-resolution responsibilities to FMs.

2. <u>Scope</u>. The FM is the T&E touch point for assigned Business Capability Areas and recommend/engage T&E IT system Program Managers (PMs) and Naval Education and Training Command (NETC) Command Information Officer (CIO) representatives to evaluate related Information Management (IM)/IT change requests for validity, process compliancy, strategic business alignment, and functional priority.

   a. T&E IT systems are Programs of Record (PORs) and are identified in the Defense Information Technology Portfolio Repository - Department of the Navy (DITPR-DON) and the Integrated Business Framework Data Alignment Portal (IBF-DAP) tool. FMs support periodic updates of the DITPR-DON and IBF-DAP repositories for systems within assigned area of responsibility.

   b. FMs recommend system PM assignments to NETC CIO to ensure adequate review coordination is available for IT requests. FMs support the Defense Business System (DBS) certification process. Systems must complete enterprise architecture technical reviews that are conducted annually prior to the DBS certification process prior to change requests are approved for system interfaces or information exchanges with Department of Defense/DON POR.

3. <u>Discussion</u>

   a. The NETC T&E is apportioned into Business Capability Areas established for the purpose of providing specific oversight to functional IT. FMs are the designated validation and prioritization authority for the functional requirements within their assigned business capability areas. FMs provide change request input to respective PMs and brief the cross-functional IT requests at FM drumbeat meetings for concurrence

from other FMs prior to submission to service provider for execution or CIO for IT Investment consideration.

b. NETC FMs work with NETC CIO, system PMs, and Configuration Control Boards (CCBs) to develop and submit out year planning requirements. FM responsibilities would include, but are not limited, to Research, Development, Test, and Evaluation proposals, identifying business capability gaps and functional implementation plans, providing input to Program Objective Memorandum submissions, and other Planning, Programming, Budgeting, and Execution requirements affecting IT requirements supporting T&E IT systems.

c. FMs for T&E are Fleet Training Requirements Integration Management, Training Data Management, Training Resources Management, Learning Standards Management, Education Programs, Accessions Management, and Training Delivery Services.

(1) Supply Chain Integration Management: Provides the means to help measure the *quantity* of students trained within the schoolhouse and the follow-on training which will be continued once they are assigned to the fleet. T&E Supply Chain will provide the requisite infrastructure for effectively developing training curricula and help measure the *quality* of training content and delivery of training to the same students.

(2) Training Delivery Management: Provides a way to manage and maintain a secure, interoperable network infrastructure and delivery platform for capturing, aligning, standardizing, and reposing training content data to enable effective, agile decision-making.

(3) Training Data Management: Provides business strategies and processes associated with tracking course completions, assessments, schedules, and quotas.

(4) Learning Standards Management: Provides business strategies and processes associated with curriculum content management, distributed learning, training performance, and training effectiveness.

(5) Education Programs: Provides business strategies and processes associated with military education, voluntary education, and accreditation/licensing.

(6) Accessions Management: Provides business strategies and processes associated with enlisted/officer accessions training, scholarships, officer accession, education options, and citizenship development; Naval Reserve Officers Training Corps and Navy Junior Reserve Officers Training Corps.

(7) Financial Management

4. <u>Roles/Membership</u>. NETC CIO will designate FMs via appointment letter. FMs are recommended to assign an alternate to act on their behalf when applicable. FMs recommend PMs to the T&E Functional Review Board Chair within their Business Capability Area. FMs may recommend stakeholder participation membership to PMs for CCBs which could include participation from NETC, Learning Centers, Training Centers of Excellence, Training Support Commands, Fleet stakeholders, Office of the Chief of Naval Operations, Production Management Office, PM Warfare, etc.

5. <u>Responsibilities</u>

a. FMs. The FM requires sufficient expertise in appropriate Business Capability Areas to render sound decisions on proposed requests and system-related issues. Depending on the type of IT request proposed, the FMs may require specialized advice from external stakeholders. FM responsibilities are to partner with applicable PMs and work with CCBs as they research functional IT requests and determine business impacts. FMs provide functional gap analysis, functional implementation plans, and functional priority input to affected PMs and review the CCB priority output as it pertains to business processes, policies, and/or recommended system support changes/enhancements to standardize and improve business processes associated with their assigned T&E IT Business Capability Areas. Specific FM responsibilities are listed below but are not limited to:

(1) Provide leadership and direction for all T&E IT processes associated with the assigned Business Capability Area. Develop functional roadmaps and priorities within their capability area for input to affected PMs.

(2) Participate in FM drumbeat meetings based on required agenda items initiated by the NETC T&E IT support teams.

(3) Recommend system PMs to NETC CIO based on business capability focus areas.

(4) Support system PMs with the preparation of functional resources alignment, timelines, and business processes per this charter, and recommend changes to the FM charter as needed.

(5) Recommend stakeholders to PMs that should be involved with the CCBs in supporting system modifications and/or review of a requested IT request.

(6) Participate in CIO related drumbeats in support of IT investment reviews and/or system priority recommendations for CIO Portfolio.

(7) Ensure recommendations are supported by thorough analysis and documented with complete and validated data.

(8) Review PM/CCB packages submitted and present recommendations or issues to the NETC CIO for review and evaluation in a timely manner, as appropriate.

(9) Regular communications with aligned system PMs.

(10) Regularly monitor and review functional area lead assigned requests within the IT/IM request review process.

b. FM Drumbeat. A FM drumbeat will occur as needed. Drumbeat meetings will be guided by the priority of the agenda items requiring action. In the absence of a FM, a designated alternate functional area operates with full authority. The meeting will be coordinated by representatives from NETC CIO (N6); T&E IT Data Management (N5) will attend in an advisory role.

GOVERNANCE DEFINITIONS AND ACRONYMS

Analysis of Alternatives - An analysis intended to aid decision making by illuminating the risk, uncertainty, and the relative advantages and disadvantages of alternatives being considered to satisfy a mission need. The Analysis of Alternatives shows the sensitivity of each alternative to possible changes in key assumptions (e.g., threat) or variables (e.g., performance capabilities). Part of the Department of Defense (DoD) Acquisition Cost as an Independent Variable process.

Annual Work Plans (AWPs) - The AWPs contains Information Technology (IT) functional requirements that are reviewed based on alignment with strategic initiatives, business value, associated risk, and potential return on investment (ROI).

Business Capability Areas – Working categories of business execution elements that comprise Training and Education (T&E) IT development.

Business Case Analysis - A review or assessment of business-related issues regarding a specific action or recommended change; what needs to happen, why it must happen, how it will occur, what it will take (time, resources, management, and cost) and the timing and quantification of savings and other tangible results.

Command Information Officer (CIO) – Officer responsible for the IT and computer systems that support organization mission.

Chief of Naval Operations (CNO) - The ranking officer of the U.S. Navy, responsible to the Secretary of the Navy and to the President.

Commander, Fleet Forces Command - The U.S. Fleet Forces Command, based in Norfolk, Virginia, is the part of the Navy responsible for operations in and around the Atlantic Ocean. Its operational fleet (i.e., the collection of fighting ships) is the U.S. 2nd Fleet.

Configuration Control Board (CCB) - A committee that makes decisions regarding whether or not proposed changes to a project should be implemented.

Functional Manager (FM) - The FM is the T&E IT touch point for their assigned Business Capability Area and recommends/engages T&E IT system Program Managers and Naval Education Training Command (NETC) CIO representatives to evaluate related Information Management (IM)/IT change requests or validity, process compliancy, and strategic business alignment.

Functional Requirement Documents - Documented information regarding business steps related to a specific outcome.

Functional Requirements - Described as a set of inputs, the behavior, and outputs of a process. This will include scope and constraints to be included in the process. These may be calculations, technical details, and data manipulation sequences.

Functional Requirements Board (FRB) - Prioritizes and approves recommended strategic business initiatives supporting a Line of Business (LOB).

Independent Cost Estimate - The independent estimate of the full life-cycle cost of a program (10 U.S.C. §2434).

IM - The collection and management of information from one or more sources and the distribution of that information to one or more audiences. This sometimes involves those who have a stake in, or a right to that information. Management means the organization of and control over the structure, processing and delivery of information.

IT - Development, installation, and implementation of computer systems and applications.

Initiatives - Specific activities or projects that are time bound with start and end dates that the organization will undertake to ensure that it meets its performance targets.

Life Cycle Management - The process of managing the entire lifecycle of a product from its conception, through design and manufacture, to service and disposal.

Manpower, Personnel, Training, and Education (MPT&E) - Integrated with Chief of Naval Personnel (CNP) and NETC to

maintain the readiness and availability to support the CNO in all areas of MPT&E matters.

NETC - A Navy Echelon II premier learning and development organization.

Navy Total Force - A concept for bringing the Navy active component and reserve component beyond integration and becoming a total force.

Office of the Chief of Naval Operations (OPNAV) - The term reflects the Operational Navy LOB.

Out-year Planning Requirements - Normally, the years beyond the year being worked in the upcoming budget. If the budget for Fiscal Year (FY) 2014 is being prepared, out-years are FY 2015 and beyond. Also used to refer to years beyond the current Program Objectives Memorandum (POM). For example, the out-years of POM 2014-2018 are 2019 and beyond.

Production Management Office - An office under CNP Chief Operating Officer (COO) comprised of three divisions: Operations, Governance/Planning Integration, and Metrics/Analysis. Responsible for optimal performance of the Navy Enlisted Accession Supply Chain and acts as principal advisor to the COO and Executive Agent to the Governance Board of Directors. Acts as Navy Quota Management Authority for "A" and "C" schools and is primary point of contact for inter-service training quotas.

Programs of Record (PORs) – Programs as recorded in the current Future Years Defense Program (FYDP) or as updated from the last FYDP by approved program documentation (e.g., Acquisition Program Baseline, acquisition strategy, or Selected Acquisition Report). If program documentation conflicts with latest FYDP, the FYDP takes priority.

Program Objective Memorandum (POM) - The final product of the programming process within DoD, a Component's POM displays the resource allocation decisions of the military department in response to, and in accordance with, the Defense Planning Guidance. The POM shows programmed needs five years hence (e.g., in FY 2012, POM 2014-2018 was submitted).

Enclosure (4)

3

Project Management - The discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives.

Request of Information Services/ IT Change Request - Request for IM/IT services.

Risk Assessment Matrix - Mechanism to increase visibility of risks and assist management decision making using defined levels of harm probability categories and harm severity categories.

ROI - In finance, ROI is the ratio of money gained or lost (whether realized or unrealized) on an investment relative to the amount of money invested. The money invested may be referred to as the asset, capital, principal, or the cost basis of the investment. ROI is usually expressed as a percentage rather than a fraction.

Service Providers - Agencies tasked for program development and/or application support, data systems, server farm, computer system service providers.

Strategic Plan – A disciplined process of creating a vision for the future, defining the path to get there and making mid-course adjustments to achieve the vision.

Subject Matter Expert - That individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization.

System Functionality Assessment - A measurement concept which links system functions to organizational performance. System functionality assessment has potential to contribute quality and productivity within an organization by providing feedback for managing and improving system functions to better meet the needs of the organization.

ACRONYMS

AOR	Area of Responsibility
AWP	Annual Work Plan
BEA	Business Enterprise Architecture
CCB	Configuration Control Board
CIO	Command Information Officer
CNO	Chief of Naval Operations
COO	Chief Operations Officer
DBS	Defense Business System
DITPR-DON	Defense Information Technology Portfolio Repository – Department of the Navy
DoD	Department of Defense
FM	Functional Manager
FRB	Functional Review Board
FY	Fiscal Year
FYDP	Future Years Defense Program
IBF-DAP	Integrated Business Framework – Data Alignment Portal
IM	Information Management
IT	Information Technology
LOB	Line of Business
MPT&E	Manpower, Personnel, Training, and Education
NETC	Naval Education and Training Command
OPNAV	Office of the Chief of Naval Operations

PM	Program Manager
POM	Program Objective Memorandum
POR	Program of Record
ROI	Return on Investment
T&E	Training and Education