



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

NETCINST 5200.8
N6
16 Apr 2024

NETC INSTRUCTION 5200.8

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND INFORMATION
TECHNOLOGY PROCUREMENT REQUEST GUIDANCE

Ref: (a) NETCINST 5200.4E
(b) CNO WASHINGTON DC 221457Z Nov 19 (NAVADMIN 263/19)
(c) CNP Memo 5200 Ser 007 of 1 Feb 23
(d) 10 U.S.C. 4571
(e) DON CIO Memo of 31 May 18
(f) DoD Information Enterprise Architecture Data Center
Reference Architecture of 6 February 2020
(g) DON CIO Memo of 14 Mar 23
(h) CNO WASHINGTON DC 091517Z Jun 21 (NAVADMIN 122/21)
(i) ASN/DON CIO Joint Memo of 7 Dec 20
(j) CNO WASHINGTON DC 091417Z Jan 23 (NAVADMIN 003/23)
(k) CNO Memo 2700 Ser N2N6G/8U121046 of 31 May 18
(l) ASN/DON CIO Joint Memo of 22 Feb 12
(m) CNO Memo 5000 Ser N2N6D/23U121054 of 6 Jul 23
(n) DON CIO Memo of 12 Aug 15

1. Purpose. To publish guidance for the submission, review, and approval of Naval Education and Training Command (NETC) information technology (IT) procurement requests (ITPR).

2. Applicability. This directive is applicable to the NETC domain when preparing and submitting ITPRs to NETC for review and approval.

3. Background

a. Reference (a) establishes the information management (IM), IT capital planning, portfolio management, and IT procurement policy. Reference (b) is the ITPR guidelines for fiscal year (FY) 2020. Reference (c) establishes the enterprise governance process and defines applicable responsibilities for MyNavy HR. Section 2867 of reference (d) is the public law regarding obligation of Department of Defense (DoD) funds for data servers and centers. Reference (e) provides guidance

regarding Department of the Navy (DON) approval authority regarding data server and data center related obligations. Reference (f) provides the basis for development of data center solution architectures and implementation plans. Reference (g) is an update to policy for approvals and waivers for obligations of funds for data servers and data centers. Reference (h) is the Navy policy for cloud technology implementation. Reference (i) provides updated policy for accelerated promotion, acquisition, and consumption of cloud services in the DON. Reference (j) is the ITPR guidelines for FY 2023 and provides supplemental guidance to reference (b), still the more thorough annual ITPR policy guideline in use. Reference (k) is the DON policy for acquisition of multi-function devices (MFD). Reference (l) is the joint memorandum announcing the mandatory use of DON Enterprise Licensing Agreements (ELA) by all DON organizations and programs. Reference (m) is the Navy's IT procurement policy. Reference (n) establishes policy for use of business case analysis templates for IT investment reviews.

b. These references, including additional relevant policies and guidance are available for download at the Navy Information Technology Approval System (NAV-ITAS) web site (<https://navitas.navy.mil/about.aspx>) or can be obtained from the NETC customer service representative (CSR) by request. A current list of NETC CSRs can be found at: <https://navitas.navy.mil/ContactUs.aspx>.

4. Overview. This document addresses the NAV-ITAS based ITPR creation, submission, modification, review, and approval process as it is implemented within NETC and its subordinate commands. NAV-ITAS shall be used for the submission, review, and approval of all NETC ITPRs. This document provides specific provisioning guidance to NETC commands to ensure adherence to DoD, DON, MyNavy HR, and NETC policies pertaining to IT expenditures.

5. Action

a. Use this instruction as guidance when preparing and submitting ITPRs for review and approval.

b. NETC learning centers (LC) will identify a command ITPR manager(s) as the LCs primary point of contact (POC) for submitted ITPRs. Per this instruction, the command ITPR manager(s) will review and provide local approval to all LC ITPRs prior to submission to NETC. ITPR managers will verify

16 Apr 2024

all command-provided data and will be responsible for the accuracy of all provided data within the requested ITPR.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. J. CZEREWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

NETCINST 5200.8
16 Apr 2024

INFORMATION TECHNOLOGY PROCUREMENT REQUEST GUIDANCE



NAVAL EDUCATION AND TRAINING COMMAND

COMMAND INFORMATION OFFICER

TABLE OF CONTENTS

1. OVERVIEW.....	1
2. PURPOSE.....	1
3. SCOPE.....	1
4. TRAINING AND SUPPORT DOCUMENTATION.....	4
5. NAV-ITAS REGISTRATION.....	5
6. ROLES AND RESPONSIBILITIES.....	5
7. GOVERNANCE BOARDS.....	9
8. APPROVAL THRESHOLDS:.....	11
9. SPECIAL HANDLING PROCEDURES.....	12
10. CREATING AND SUBMITTING THE ITPR.....	19
APPENDIX A: EXECUTIVE SUMMARY TEMPLATES.....	A-1
APPENDIX B: GENERAL ITPR WORKFLOW.....	B-1
APPENDIX C: UNIFORM RESOURCE LOCATOR SUMMARY.....	C-1
APPENDIX D: ACRONYM LIST.....	D-1
TABLE 1. NETC ITPR ROLES AND RESPONSIBILITIES.....	6
TABLE 2. NETC ITPR FILTERS.....	17
TABLE 3. NETC ITPR FLAGS.....	18
FIGURE 1. NETC ITPR APPROVAL THRESHOLDS.....	11

1. OVERVIEW

a. The ITPR process ensures efficient expenditure of IT funding; prevents duplicative investments; provides visibility into all Navy IT-related expenditures; achieves strategic sourcing for IT capabilities and procurements; and enforces compliance with federal, DoD, DON, and Navy laws, regulations, policies, and guidance.

b. This document will be reviewed on an annual basis prior to the start of each FY, or as needed, to incorporate relevant updates impacting NETC's ITPR review and approval process.

2. PURPOSE. Reference (a) establishes the NETC Chief Information Officer (CIO) as the echelon (ECH) 2 review and final approval authority for all ITPRs within the annual delegated approval thresholds, and delegates responsibility for ensuring the effective and efficient expenditure of funding for IM and IT capabilities within the NETC enterprise to NETC CIO. The purpose of this document is to further define NETC CIO roles and responsibilities, the required roles and responsibilities of lower ECH stakeholders, and the expected actions and requirements of higher ECH and DoD stakeholders with respect to the resourcing of IT procurements through NAV-ITAS and ITPRs. This document provides a high-level description of the business processes by which the NETC CIO supports the effective planning and resourcing of IT across the enterprise. As an ECH 2 entity, the NETC CIO focus is on communicating and clarifying higher ECH standards, guidance, and requirements to lower ECH commands. NETC will review all ITPRs in order to verify alignment with MyNavy HR and NETC strategic planning and program standardization goals. This document outlines NETC ITPR policies and procedures to assist in implementing an effective IT capital investment decision-making process. This document governs the provisioning of IT within the NETC enterprise in order to provide procurement guidance to subordinate commands when addressing these types of requirements. This document is intended to provide operational flexibility while focusing on the Navy's goal of cost reduction.

3. SCOPE

a. This document applies to all commands within the NETC area of responsibility, all equipment that is owned or leased by

NETC, all NETC employees (civilian and military) and contractor personnel working within the NETC domain, and all purchase requests for IT.

b. Clinger-Cohen Act (CCA) of 1996, Title 40, Subtitle III, Chapter 111, defines IT as: The term "information technology," with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency, if the equipment issued by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use of that equipment; or of that equipment to a significant extent in the performance of a service or the furnishing of a product; includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources; but does not include any equipment acquired by a federal contractor incidental to a federal contract." The term "IT" includes, but is not limited to hardware, software, maintenance, telecommunication, and support services. This includes personal computers, laptops, printers, scanners, servers, hubs, routers, phones, fax machines, any type of software, and any type of maintenance, training, and all support services that have IT in them.

c. ITPRs are required for all IT assets including hardware, software, maintenance, support, and telecommunication services that are reported in Program Budget Information System (PBIS)-IT and resourced with Navy appropriated funds, including the following:

- (1) Defense Business Systems (DBS).
- (2) Service contracts for support of Navy IT, regardless of contract value.
- (3) All network-centric Navy IT. This includes:

(a) Fleet Outside the Continental United States (OCONUS) network centric Navy IT (e.g., consolidated afloat network enterprise services and OCONUS Navy enterprise network).

(b) IT associated with Next Generation (NGEN) program management, network infrastructure, or MFDs.

(c) Ashore legacy and excepted network infrastructure assets.

(d) Research, development, test, and evaluation (RDT&E) network infrastructure that supports weapon system replication, trainers, ranges, and simulators.

(4) Cryptologic (UNCLASSIFIED) Navy IT.

(5) IT for industrial and base operating support and facilities maintenance equipment.

(6) Software application products, software services, and software application maintenance agreements. This includes commercial off-the-shelf software applications, government off-the-shelf software applications, open source software, Software as a Service (SaaS), and micro web services.

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

(8) Back office IT that supports oversight and program management operations. Examples include portals, hardware, and software tools, engineering services, financial management, installation, and support service contracts, regardless of contract value.

(9) Pilots or proofs of concept, including but not limited to, small business innovation research.

(10) Navy IT supporting fleet force health protection operations, including related staff and service support contracts.

(11) Portals, web sites, and web presence regardless of cost.

(12) Cloud computing services (CCS) and hosting (e.g., cloud service provider (CSP), cloud computing service, and cloud service offering), regardless of cost or service provider (e.g., government and commercial).

(13) Data center and data server requests.

(14) Navy IT help desks, regardless of cost.

(15) MFD products and services.

d. For NETC IT purchasing, it is mandatory to have an approved ITPR for peripherals. Per reference (b), a peripheral device is an internal or external device that connects to and works with a computer to expand the functionality of the computer. A peripheral device is optional (e.g., not required for the computer to operate) and can only function when connected to a computer. Peripheral devices connect with a computer through an input or output (I/O) interface (e.g., universal serial bus or serial) or may be connected wirelessly. A peripheral device may also be referred to as an external peripheral, integrated peripheral, auxiliary component, computer peripheral, or I/O device. Contact the NETC CSRs for additional guidance on the determination of a peripheral or applicability of an ITPR for a suspected peripheral device.

e. For ITPR exceptions, see section 10b(3) of this instruction.

f. For questions or concerns regarding the scope of purchases that are required to have a NETC-approved ITPR, contact the NETC CSRs. A current list of NETC CSRs can be found at: <https://navitas.navy.mil/ContactUs.aspx>.

4. TRAINING AND SUPPORT DOCUMENTATION

a. The NAV-ITAS User Guide Quicksheets provide basic and focused topic overviews. These guides provide general step-by-step procedural guidance for accessing the NAV-ITAS tool, completing the web-based ITPR form, and submitting the ITPR form into the web-based workflow for review and approval. These documents should be reviewed thoroughly by all users before

attempting to conduct business within NAV-ITAS. The NAV-ITAS Quicksheets are available from the NAV-ITAS web site at: <https://navitas.navy.mil/training/default.aspx>. Registration information is in paragraph 5 of this instruction.

b. The guidance in this instruction can be used in conjunction with the NAV-ITAS Quicksheets to provide NETC best practices and direction when completing the ITPR form. Additional NAV-ITAS training can be provided by the NETC CSRs upon request.

5. NAV-ITAS REGISTRATION

a. All personnel requiring access to NAV-ITAS to submit, review, and approve NETC ITPRs, must first register for an account within NAV-ITAS at: <https://navitas.navy.mil/Login/Registration.aspx>.

b. Basic identification information when registering:

(1) Command: N00076 NETC

(2) Organization:

(a) Personnel directly supporting NETC N6 = NETC CIO

(b) Personnel directly supporting NETC (excluding N6) = NETC Headquarters (HQ)

(c) All other personnel shall select their applicable ECH 3 command

(3) Role requested: See Table 1 in paragraph 6 for NETC NAV-ITAS roles and responsibilities.

(4) Upon registration, notify the NETC CSRs via e-mail, who will review and provide approval determination.

6. ROLES AND RESPONSIBILITIES

a. All parties in the ITPR process must be good stewards of taxpayer dollars by ensuring that all items being requested, reviewed, and approved for purchase are out of necessity, not

convenience. Additionally, all items must be approved from a cybersecurity perspective and be purchased from a Navy-approved source.

b. All NETC applicable NAV-ITAS roles and major responsibilities are identified in Table 1.

c. Changes to the NETC ECH 3 roles and responsibilities effective in this guidance:

(1) The ECH 3 command leadership will designate an ITPR "Manager" for their command. The person designated to be the command ITPR manager, does not require a managerial role outside of NAV-ITAS. ECH 3 commands and ECH 3 ITPR managers are advised to assign an alternate manager to mitigate the absence of the designated command ITPR manager. The NETC Chief Technology Officer (CTO) will approve ECH 3 ITPR manager designations via appointment letter. ECH 3 commands will coordinate with the NETC CSRs to initiate or update the command ITPR manager designation.

(2) At this time, the "Trusted Agent" role type is no longer allowed for NETC ECH 3 and 4 commands. The ECH 3 ITPR manager role will not have the authorization to provide final approval of the local command's ITPRs, regardless of dollar value. All ITPRs must be submitted to NETC for review and final approval.

Command	Role	Responsibility
ECH 1 - Deputy DON CIO (DDCIO) (N)	IT Expenditure Approval Authority	<ul style="list-style-type: none"> • Responsible for establishing and implementing ITPR policy. • Announces annual guidelines for ITPR submission dollar thresholds, establishes annual ECH 2 approval thresholds, and identifies exceptions and exemptions to ITPR requirements.
	Resource Requirements Review Board (R3B)	<ul style="list-style-type: none"> • Approves ITPRs \$20M or greater.

	DDCIO (N) Approval	<ul style="list-style-type: none"> • Approves ITPRs that exceed NETC CIO's approval threshold.
	ECH 1 Subject Manager Expert (SME)	<ul style="list-style-type: none"> • Reviews ITPRs for their specific subject area to ensure all compliance mandates are met and purchases follow applicable rules and regulations.
ECH 1 - OPNAV N1	MyNavy HR CIO	<ul style="list-style-type: none"> • Implements and manages the MyNavy HR governance to provide oversight, strategic planning, and prioritization of MyNavy HR resources and initiatives supporting (but not limited to) the development, sustainment, and transformation of the MyNavy HR IT portfolio, business processes, and related requirements. • Per reference (c), all ITPRs for new capabilities, platforms, and programs, including improvements or new capabilities for existing enterprise support programs, as well as all updates to legacy/extant programs meeting criteria shall be subject to Enterprise Support Governance Board (ESGB) or Enterprise Support Decision Review (ESDR) approval prior to ITPR approval.
ECH 2 - NETC	NETC CIO	<ul style="list-style-type: none"> • Announces higher ECH policy requirements and provides clarifying process guidance to lower ECH commands and stakeholders. • Coordinates and manages the review of NETC ITPRs per DoD, DON, and MyNavy HR IT procurement requirements to ensure compliance. • Serves as approval authority for ITPRs up to \$14,999,999.99 (subject to change per annual approval thresholds).

		<ul style="list-style-type: none"> Supporting personnel act as ECH 2 CSRs and SMEs, ensuring compliance with DoD, DON, and NETC IT procurement policies.
	NETC ITPR Governance Board	<ul style="list-style-type: none"> Establishes governance policy and business rules, advises on final approval recommendations, and adjudicates IT procurement issues to the MyNavy HR ESGB and within NETC HQ and its ECH 3 commands.
	SME	<ul style="list-style-type: none"> Reviews ITPRs for their specific subject area to ensure all compliance mandates are met and purchases follow applicable rules and regulations.
	CSR	<ul style="list-style-type: none"> First POC and liaison for NETC users regarding anything pertaining to NAV-ITAS or ITPRs. Activates and approves user accounts, establishes user permissions, manages and views command approval workflows, creates ITPRs, and manages proxies and user profiles for all users. Reviews every ITPR submitted to NETC. Coordinates with the NAV-ITAS helpdesk for technical assistance when required.
	Command User	<ul style="list-style-type: none"> Basic user in NAV-ITAS who typically creates and submits ITPRs for review and approval.
ECH 3	Manager	<ul style="list-style-type: none"> Represents the local command and is the primary POC to answer questions and provide additional information to higher ECH approvers on submitted ITPRs, as needed. Verifies the accuracy of all

		<p>data within the requested ITPR to include the purpose, mission impact, funding, compliance, and supporting documentation, prior to submission to NETC.</p> <ul style="list-style-type: none"> • Responsible for the accuracy of data within the submitted ITPR. • Must review and approve every ITPR under their command prior to submission to NETC.
	Command User	<ul style="list-style-type: none"> • Basic user in NAV-ITAS who typically creates and submits ITPRs for review and approval.
ECH 4	Command User	<ul style="list-style-type: none"> • Basic user in NAV-ITAS who typically creates and submits ITPRs for review and approval.

Table 1: NETC ITPR Roles and Responsibilities

7. GOVERNANCE BOARDS

a. NETC ITPR Governance Board. The NETC ITPR Governance Board is a new step in NETC's ITPR process. The board will replace the information resource manager in the NETC ITPR workflow. The NETC ITPR Governance Board will establish governance policy, business rules, advise on final approval recommendations and adjudicate IT procurement issues to the MyNavy HR ESGB, and within the NETC HQ and its ECH 3 commands. The board shall review and provide approval or disapproval recommendations to the NETC CIO for all ITPRs that are "flagged" by the NETC CSRs. See the special handling procedures in paragraph 9 of this instruction for additional information regarding flagged ITPRs.

(1) Board Meeting Timelines and Attendees: The board will meet the first working Wednesday of every month, when necessary. Beginning June of each FY, when the volume of end of FY ITPRs accelerates, the board will meet at least semi-monthly until the beginning of the new FY. Off-cycle reviews may be initiated as determined by the chair (NETC CTO).

(a) Core Members

- NETC CIO

- NETC CTO
- N61 Capital Planning Branch Head
- N62 Architecture and Governance Branch Head
- N63 CS Branch Head

(b) Alternate-Core Members

- N66 Training Delivery Services (TDS) -
Electronic Classrooms Branch Head
- N67 Navy Marine Corps Intranet (NMCI) and
Program of Record (POR) Support Branch Head
- N68 TDS - Operations Branch Head

(c) Board Visitors when necessary:

- Command ITPR manager of flagged request
- SMEs, as identified by submitting command or
NETC

(2) Board Meeting Agendas: NETC CSRs will prepare board agendas and produce and distribute flagged ITPR reports to board attendees at least one (1) day prior to scheduled meetings. Agendas will include:

(a) Review of ITPR flags and CIO exception requests to include review of supporting documentation, analysis, request justifications, and mission impacts.

(b) Review of remaining issues or actions from the previous meeting.

(c) Review of pass-through ITPRs to ECH 1 when necessary.

(d) Approval or rejection of ITPRs for the meeting.

(3) Board Approval Process:

(a) Core and alternate-core members will be voting members; board visitors can attend, but not have voting rights.

(b) If issues resolved, NETC CIO will indicate verbally whether reviewed ITPRs up to the NETC CIO approval threshold will be approved or disapproved.

(4) Post-Board Actions:

(a) ITPRs that NETC CIO indicated will be approved will be pushed forward to the NETC CIO within NAVI-TAS ITPR workflow up to the NETC CIO approval threshold.

1. ITPRs \$500,000 and above, will be approved by the NETC CIO.

2. ITPRs below \$500,000 will be approved by members of the NETC command CIO approval workflow group.

(b) ITPRs that NETC CIO indicated will be disapproved will be returned to the ITPR submitter and, if applicable, corrected and re-submitted.

(c) NETC CSRs will distribute meeting minutes, including summary of all reviewed ITPRs to identify approved or disapproved requests, with any post-board meeting actions.

b. MyNavy HR ESGB. Requests that meet criteria per reference (c) will require MyNavy HR Governance Board review and approval. The ESGB and ESDR processes are managed separately from NETC ITPR processes and are required to be championed by the requesting organization. Contact NETC CSRs for additional information regarding the ESGB or ESDR processes.

8. APPROVAL THRESHOLDS

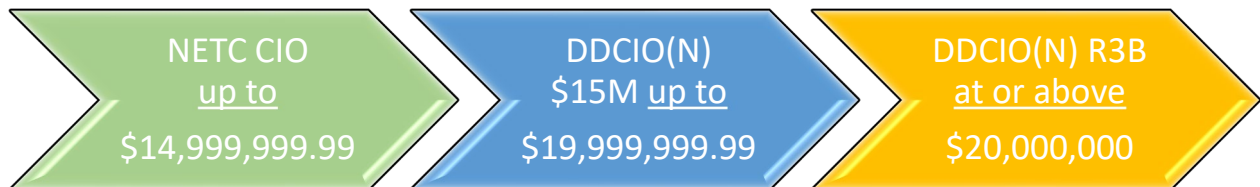


Figure 1: NETC ITPR Approval Thresholds

a. NETC CIO will provide the final approval or disapproval of all ITPRs from NETC and its subordinate commands, up to the approved annual dollar threshold. NETC CIO's approval threshold is up to \$14,999,999.99.

b. DDCIO(N) will provide the final approval or disapproval of all ITPRs from NETC and its subordinate commands that exceed NETC CIO's approval threshold up to \$19,999,999.99.

c. DDCIO(N) R3B will provide the final approval or disapproval of all ITPRs from NETC and its subordinate commands, that are \$20,000,000 and higher.

d. Any ITPR that requires ECH 1 SME review will be routed to the appropriate ECH 1 SME before any final NETC or higher level approvals are conducted.

9. SPECIAL HANDLING PROCEDURES

a. ECH 1 SME Review: SME review is required for all ITPRs that include any of the following items, whether it is a new requirement or sustainment of an existing requirement. Applicable ITPRs will be automatically routed to the appropriate ECH 1 SME for review based on the ITPR entries. Prior to submitting an ITPR that requires ECH 1 SME review, thorough review of the below and the NAV-ITAS Quicksheets pertaining to the specific type of request is recommended. For any questions pertaining to the below items, contact your NETC CSRs.

(1) Data Center and Server: Per reference (d), the FY 2012 National Defense Authorization Act (NDAA) section 2867 mandates special DoD or DON CIO level approvals for any IT purchase being made for a data center or any information systems technology used therein. Failure to obtain the required approval may constitute a violation of the Anti-Deficiency Act (federal law).

(a) All ITPRs containing items being procured in support of a qualifying data center will be automatically routed to the DDCIO(N) server approval group for review and approval.

(b) Per reference (e), the predominant factor in determining whether a proposed obligation qualifies and falls under the data server and data center waiver requirement is the categorization of the physical destination for the IT hardware, software, licensing, and support services. The types of data centers that are covered by the data server and data center waiver requirement, and data center-like entities that are exempt, are defined in reference (f), the DoD Data Center Reference Architecture.

1. Per reference (f), the four types of data centers that are covered by the data server and data center

waiver requirement are categorized as core data centers (CDC), component enterprise data centers (CEDC), special purpose processing nodes (SPPN), or tactical processing nodes (TPN). Any request for purchase in support of these four data centers requires NDAA waiver approval which, per reference (g), can be executed through an ITPR. To complete the NDAA waiver approval request - in the line item section of the ITPR, "Yes" is to be checked to the question "Does this information system or associated components perform the storage, management, and dissemination of data and information?". Answering yes to this question will launch additional related questions.

2. Per reference (f), the six types of data centers that are not covered by the data server and data center waiver requirements are categorized as installation services node, installation gateway, geographically separated unit, tactical communications node, enterprise operations center (EOC), and global EOC. ITPRs supporting any 6 of these types of data centers, do not require an NDAA waiver and thus do not require ECH 1 SME review. If applicable, in the "line item" section of the ITPR, "Yes" is to be left unchecked to the question "Does this information system or associated components perform the storage, management and dissemination of data and information?"

(c) Data center related procurements are not limited to servers but can include software, network equipment, operations and maintenance support, and facility infrastructure. See reference (e) for additional information.

(d) Per reference (e), hosting fees to a commercial, federal, DoD, Navy, or Marine Corps data center owner or a CSP to host systems or applications do not require a NDAA waiver.

(2) CCS: Per reference (h), ECH 2 CIOs are directed to develop and submit a cloud migration plan for all business mission area and enterprise information environment area systems and applications with an original goal of application migration no later than FY27. Per reference (i), an approved ITPR is required for the acquisition of all CCSs. ITPR submission for CCS-related solutions have dramatically increased over recent years due to the direction for increased cloud migration, along with an increase in cloud offerings by commercial vendors.

(a) Includes purchasing CCS from a CSP whether commercial or a DoD agency, payment to another federal or DoD organization for the management of CCS, or professional services (e.g., labor) that will provide support to your organization for migration to or use of CCS.

(b) CCS includes, but is not limited to, all commercial and government cloud, all forms of cloud deployment models (e.g., public, private, private on-premises, community, and hybrid cloud), all forms of cloud deployment environments (e.g., development, integration, test, pre-production, and production), all forms of cloud service models (e.g., Infrastructure as a Service, Platform as a Service, SaaS, and Anything as a Service), all professional services in support of cloud computing, and any other subcomponent or derivative form of cloud computing.

(c) Any CCS solution being requested, must be FedRAMP authorized and identified as such in the ITPR.

(3) MFD Waiver: Per reference (b), print device products and services include, but are not limited to, all-in-one MFDs, single use printers, additive manufacturing products (e.g., 3-D printers), copiers, scanners, and fax machines.

(a) Per reference (k), all procurement actions for MFD and print device products and services made outside of the Defense Logistics Agency (DLA) or the NGEN marketplace must obtain an approved MFD waiver from the applicable ECH 1 SME.

(b) MFD waivers can be requested through the ITPR submission when selecting a "DLA" marked item in the "Type" drop down. See "Line Item Tab" in paragraph 10f of this instruction for additional information. MFD waivers are to be coordinated with a DLA representative to receive a memorandum or an e-mail stating that the requested MFD product is unavailable from DLA or the item cannot be provided by DLA in a timely manner sufficient to meet mission requirements.

(c) MFD waiver requests require a business case analysis (BCA) to be submitted, regardless of the request's dollar value. See the "Supporting Documentation" in paragraph 10a(4) of this instruction for additional information regarding BCAs.

(d) MFD waiver approvals are at the discretion of the ECH 1 SME.

(4) Help Desk: ITPRs requiring ECH 1 SME review includes requests in support of establishing a new help desk or providing funds for use of a help desk that is scheduled for consolidation (tier 1 only). Help desks that are scheduled for consolidation are available for selection via menu drop down.

(5) Web Site and Portal: A portal is defined as any portal, web site, or web presence that is considered a collaboration or information sharing IT environment used to enhance operational or business mission areas, including public facing web sites. At this time, any ITPRs utilizing an existing portal solution such as a consolidated public facing web site environment (e.g., WEB.mil), do not require ECH 1 review but are subject to change. ECH 1 review is only required if the portal solution being requested is new, or is an existing portal solution that is owned by the submitting command and being modified.

(6) Enterprise Software Initiative (ESI) or ELA Waiver: DON ELA and DoD ESI contracts are mandatory sources for software products, hardware, and related services to achieve maximum cost savings. Per reference (1), if a DON, DoD, or joint ELA exists and is available and is applicable, it must be used for the procurement of any software application, product, software service, or software application maintenance. The submitting command will screen for the existence, availability, and applicability of a DON, DoD, or joint ELA prior to submitting an ITPR. If an ELA or ESI agreement exists, that agreement must be used for the procurement unless an ELA or ESI waiver request is submitted as part of the ITPR and approved.

(a) To identify if an existing ELA or ESI agreement is in place for a particular requirement, check the DoD ESI web site to see up-to-date agreements for hardware, software, and services: <https://www.esi.mil/Default.aspx>.

(b) For DON ELA agreements only, refer to the DON Enterprise Software Licensing (ESL) Program Office SharePoint (access will need to be requested): https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Home.aspx. To

request access, select "Please ask the site admin to give you access."

(7) Commercial Internet Service Provider (ISP): All requests for commercial ISP connectivity shall be received and reviewed by the NETC CIO to validate justification, confirm technical requirements, and to ensure the solution aligns with NETC enterprise capabilities. It is recommended that all ISP requests are coordinated with NETC outside of the ITPR process due to the nature of the request.

(a) An Office of the Secretary Global Information Grid (GIG) waiver is required for any commercial ISP connection that processes DoD information. A GIG waiver is required if Defense Information Systems Agency cannot provide the service required and when at least one of the following is true:

1. The ISP connection is purchased with appropriated funds.

2. The connection will store, process, or transmit any DoD data.

(b) At a minimum, requesting commands shall develop and submit plans of actions and milestones (POA&M) on command letterhead with the commanding officer signature. The POA&M should state that the command will pursue an applicable authority to operate and perform enterprise Mission Assurance Support Service (eMASS) updates, to initiate the process to obtain a GIG waiver. The POA&M must be submitted as an attachment to the requesting ITPR. If the ITPR is approved and ISP services are obtained, upon the six (6)-month mark, the command shall report and provide status on the GIG waiver progress. The lack of appropriate progress to obtain the GIG waiver will lead to termination of any temporary NETC approvals to pursue the commercial ISP solution.

b. Filters, Flags, and CIO Exceptions. NETC will mark received ITPRs that may warrant special handling procedures. The titles of the applicable ITPRs will be manually updated by the NETC CSR to include unique identifiers for identification, categorization, and reporting. The identifiers will improve reporting of NETC IT procurements for special interest areas and increase NETC SME awareness.

(1) Filters:

(a) Filters are used to identify ITPRs requiring NETC N6 SME review.

(b) Filtered ITPRs are considered normal or low-risk requests that fall within one of three categories:

N6 SME	Filter	Description
TDS	TDS Core	Any routine hardware, software, or services to be used within an electronic classroom on training network (TRANET) or that could impact an electronic classroom or TRANET.
NMCI Project Management Office	NMCI	Requests from the field, including voice over internet protocol, that are an NMCI requirement.
POR Leadership	NETC POR	Internal requests that affect a POR.

Table 2: NETC ITPR Filters

(c) After completion of initial CSR review, ITPRs with N6 SME filters, will be assigned to the N6 SMEs for review and approval, prior to submission to NETC CIO for final review.

(d) N6 SMEs will apply knowledge and expertise to vet the requirement, confirming the request aligns with NETC CIO mission, program requirements, and enterprise standardization. The N6 SME can approve the request and allow the ITPR to move forward, or deny the request and return the ITPR to the CSR for coordination with the ITPR submitter.

(2) Flags:

(a) Flagged ITPRs are considered to have risks requiring additional due diligence review.

(b) Either the CIO or CTO will determine whether a flagged ITPR will be reviewed by the NETC ITPR Governance Board.

(c) ITPRs that meet flag criteria must be submitted as early as feasible to allow time for due diligence review. ITPRs with flags submitted less than three (3) months in advance of known need are not assured a governance review until due diligence is complete.

(d) Flagged ITPRs fall within various categories, including ECH 1 SME review:

Category	Flag	Description
ECH 1 SME Flags	ECH 1 - Waiver	Requesting ELA or ESI waiver.
	ECH 1 - Waiver	Requesting data center or server NDAA waiver.
	ECH 1 - Waiver	Requesting use of non-DLA or NGEN source for MFDs.
	ECH 1 - Help Desk	Requesting new or maintenance to tier 1 help desk.
	ECH 1 - CCS	Requesting CCS.
	ECH 1 - Portal	Requesting new or maintenance for portals or web sites.
	ESGB	See reference (c) for ESGB charter-defined criteria.
Generic Flags	ELA or ESI	Requesting use of ELA or ESI agreements.
	Wireless	Requesting WiFi, Bluetooth, or cellular technologies.
	Non-Win	Requesting non-Windows OS (Apple, Linux, Unix, Android, etc.).
	Contracting Support Services (CSS)	Requesting CSS IT labor contract.
	Network	Referencing a different network than NMCI or TRANET.

Table 3: NETC ITPR Flags

(3) CIO Exceptions:

(a) CIO Exceptions are a deviation of policy deemed necessary for mission continuity that increases operational risk level.

(b) This is a product or service with no reasonable, approved alternative that directly enables a documented mission requirement.

(c) Only full production versions are allowed. No alpha or beta test versions.

(d) All DoD IT must be compliant with DoDI 8500.01. No exceptions.

(e) Privacy Act, Health Insurance Portability and Accountability Act, classified, restricted, or controlled unclassified information may not be stored without approved controls.

(f) Any ITPR for a CIO exception will require NETC ITPR Governance Board review and approval.

(g) Approved ITPR exceptions expire after six (6) months and require exception renewal to maintain capability.

10. CREATING AND SUBMITTING THE ITPR

a. All ITPRs submitted must be complete and accurate. ITPR submitting offices must ensure that all applicable information is provided and sections are completed. This includes all required sections as well as conditional sections that are applicable to the ITPR.

(1) ITPR Types:

(a) NAV-ITAS allows the creation of 2 types of ITPRs - standard and abbreviated.

(b) Per reference (b), ECH 2 CIOs retain discretion regarding utilization of the abbreviated ITPR. Abbreviated ITPRs will no longer be accepted by NETC, eliminating the trusted agent role. All submitted ITPRs must be submitted in

the standard format. Abbreviated ITPRs received by NETC for review will be returned to the submitter for re-creation as a standard ITPR.

(2) ITPR Amendments: Per reference (m), an amendment to an approved ITPR is required for any substantial change to the baseline of the approved ITPR. Changes to the baseline may occur throughout the acquisition process. ITPRs are to be amended once the substantial baseline change is known. The appropriate reason for the amendment must be clearly stated in the executive summary. New and updated line items within the amended ITPR must clearly be identified as "new" or "amended" in the line item description. Contact the NETC CSRs for additional guidance. A substantial change may include, but is not limited to:

(a) Change in the requirement for which the funding in the ITPR was approved.

(b) Change in period of performance start or end date.

(c) An increase or decrease of 10 percent or more between the amount of funding required and the amount of funding approved in the original ITPR.

(3) NAV-ITAS Policy or Audit Flags: DDCIO(N) policy requires that ITPRs meet certain standards before being fully approved. NAV-ITAS policy or audit flags are meant to assist ITPR submitters and reviewers by highlighting areas of the form that may not meet those standards. Policy flags are informational only and will not prevent an ITPR from being submitted or approved. Policy flags can only be removed or changed if the trigger for the flag is corrected. If the policy flag trigger cannot be corrected or removed, the policy flag must be addressed in the various comments or remarks sections throughout the ITPR submission form. ITPRs with policy flags that are not properly addressed will be returned to the submitter for corrective action. There are 2 types of policy flags generated based on the level of risk for the trigger - warning and caution:

(a) Warning flags are shown in red.

(b) Caution flags are shown in orange.

(4) ITPR Supporting Documentation:

(a) BCA: Per reference (n), BCAs are required as part of the DoD and DON IT investment review process. BCAs offer a standardized approach and criteria for analyzing IT investments, to review expected costs, cost savings, investment decision measures, benefits, operational impacts, and risk.

1. Per reference (m), a BCA is required for all new IT applications, services, systems, and capabilities not utilizing CCS or hosting; and IT applications, services, systems, and capabilities designated to move as part of a data center consolidation effort (if the information owner requests to host in a traditional data center, such as a core data center, component enterprise data center, installation processing node, or special purpose processing node).

2. Per reference (i), BCAs are no longer required for ITPRs seeking to acquire DoD Enterprise Cloud Environment or DON CIO approved fit-for-purpose cloud services via the DON's Naval Digital Marketplace.

3. Any ITPR submitted in NAV-ITAS that is \$1,000,000 or greater triggers a BCA requirement for IT investments. A DON abbreviated BCA is suggested for ITPRs greater than \$1,000,000 but less than \$10,000,000. For ITPRs \$10,000,000 or larger, a full DoD BCA is recommended.

4. The DoD and DON abbreviated templates can be found here: <http://www.doncio.navy.mil/ContentView.aspx?id=4665>.

5. In general, if an ITPR is \$1,000,000 or greater and supports a new development or modernization of an existing capability, a BCA is required.

6. A BCA must be reviewed and approved by the NETC CIO, prior to being uploaded to NAV-ITAS as an attachment.

7. In general, if an ITPR is \$1,000,000 or greater and supports the current cost of operations at the current capability and performance, a BCA is not required. The

"BCA not required" form is available in NAV-ITAS, and the form provides various criteria for its use.

8. Contact NETC CSRs for additional guidance regarding the application of BCAs and the "BCA not required" form.

(b) All ITPRs must include the basis for the cost estimate entered in the ITPR. Documentation to show how the cost was determined can be in the form of a vendor quote, vendor price list, historical cost documentation such as previously awarded relevant contracts, or independent government estimates (IGE) based on market research. Relevant vendor quotes are the preferred cost estimates when feasible. If pricing documentation is inadequate or not relevant for the requested items, the ITPR will be returned to the submitter for inclusion of proper documentation and resubmission.

(c) All ITPRs for server, computer, networking, and associated hardware must include hardware specifications and specific hardware model identification details for review and comparison to DoD, DON, or NETC approved product lists (e.g., DoD information network approved products list).

(d) Requests for CSS must include a copy of the contract statement of work (SOW), performance work statement, and other relevant documentation that defines the required IT tasks, including but not limited to, procurement, development, installation, maintenance, or modification of software, hardware, or systems. As needed, documentation to show approved Service Requirements Review Boards (SRRB) or their equivalent may be requested from the submitter for ITPRs requesting CSS.

(e) The above documentation references are listed as requirements for applicable ITPRs. However, any documentation to provide background, context, details of analysis, or to show collaboration between applicable parties, can be provided as supporting ITPR documentation. Additional documentation is always encouraged to support a comprehensive ITPR review.

b. Background Tab

(1) Routing Information (Processing Timeline): ITPRs should be submitted for approval as soon as the purchase

requirement is known and there is sufficient information to complete the ITPR. ITPRs are routed based on 3 categories: routine, priority, and urgent. Regardless of the ITPR category, any ITPR that requires ECH 1 review, or is marked as a filter, flag, or CIO exception may require extended processing time to ensure due diligence review. The timelines identified below are estimated and do not provide guarantee of an approved ITPR by the listed timeline. It is the responsibility of the submitting command and submitter to: 1) ensure best ITPR submission practices are followed to provide ample time for higher ECH review; 2) review all information in the ITPR for accuracy and relevancy; and 3) ensure sufficient supporting details and documentation are provided. An ITPR submitted to an internal reviewer or the ECH 3 ITPR manager has not been officially submitted into the NETC ITPR process. An ITPR can sit with an internal reviewer or an ECH 3 ITPR manager for an indefinite amount of time. Until the ITPR is submitted to the NETC CSR by the ITPR manager, NETC has no review or approval action and any ITPR routing timelines below are not considered. The submitting command must take into account the internal review and ECH 3 ITPR manager review timelines when submitting priority or urgent requests. ITPRs submitted as priority or urgent without proper justification will be downgraded by the NETC CSRs.

(a) Routine

1. Default selection.
2. Will be processed using the "first in, first out" methodology.
3. Approval is requested within 15-60 business days (includes 8-10 business days for ECH 1 SME review).

(b) Priority

1. Approval is requested within 7-18 business days (includes 4-8 business days for ECH 1 SME review).
2. Must include in the ITPR executive summary the date by which the ITPR must be approved based on a contracting deadline or operational impact.

(c) Urgent

1. Approval is requested within 2-13 business days (includes 1-3 business days for ECH 1 SME review).

2. Requires a complete and valid justification for categorization as "Urgent," including the specific "impact date."

3. ITPRs that are, at the date of initial ITPR submission, within 4 weeks of a deadline to a contracting action or operational impact may be classified as "Urgent." However, reoccurring and known requirements are to be submitted well in advance of this 4-week timeline to allow for proper review and vetting.

4. Submission of a "late" ITPR, without proper urgent justification, will place the requested procurement at risk for timely approval, as the request is not guaranteed to be processed per the requested timeline. Continued submission of urgent ITPRs without proper justification is high risk acceptance of negative impacts to the submitting command's mission.

(2) ITPR Title: ITPRs should be properly titled and consistent to identify key elements of the ITPR. ITPRs are categorized by new requirement, sustainment, or amendment. The below templates and examples are provided for reference and use.

(a) New Requirement Title Template:

1. FY / Organization / **New Requirement** / Category of Expense (COE) / Specific Item

2. Example: FY23 / NETC CIO / New Requirement / Hardware / Dell R750 Servers

(b) Sustainment Title Template

1. FY / Organization / **Sustainment** / COE / Specific Item

2. Example: FY23 / CIWT / Sustainment / Software / VMware Workstation

(c) Amendment Title Template:

1. **Amendment** / FY / Organization / New Requirement / COE / Specific Item

2. Example: Amendment / FY23 / SLC / Sustainment / Software / Adobe Acrobat

(3) Is this procurement funded outside of PBIS-IT or is it exempt from the DDCIO(N) ITPR process? This is a critical question where submitters must identify if the funds being used for the ITPR are outside of PBIS-IT or if the ITPR is being submitted for a procurement that is considered exempt from the DDCIO(N) ITPR process. Submitters must verify with the funding commands' financial POC, if PBIS-IT is applicable.

(a) Options for "IT procurements funded outside of PBIS-IT."

1. "IT procurements resourced exclusively with non-DON budget dollars in support of DON IT"

a. This option is applicable for use of non-Navy reimbursable funding on Navy IT.

b. The execution old sub-activity group (OSAG) must be identified within the applicable budget section of the ITPR when using non-DON budget dollars.

2. "IT procurements that are exempt from IT budget reporting - IT procurements resourced with DON budget dollars, but whose funding is not tracked in the DON IT spend plan"

(b) Options for "IT procurements exempt from the DDCIO(N) ITPR process." There are multiple exemptions that can be selected. The most common exemption that will apply to NETC ITPRs will be "Consumable items and peripheral devices that are not data center or data server related." NETC requires ITPRs for all peripheral items.

(c) ITPRs are not required for IT asset requests that fall under the aforementioned bullets, excluding peripherals. ITPRs submitted for the listed items, must reflect

the correct ITPR exception statement and will be marked as "Exempt" by NAV-ITAS. Some specific examples of exempt ITPRs include:

1. Consumable items and peripheral devices that are not NDAA related (e.g., batteries, paper, toner, ink, disc media, network cables). A consumable item is an item of supply or an individual item (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

2. Attendance at vendor- or government-sponsored IT conferences.

3. IT that is acquired by a contractor incidental to a contract that is not categorized as an "Other Direct Cost" within the contract; therefore, the cost is not required to be reimbursed by the government.

4. Embedded software and systems in non-command and control or communications weapon systems.

5. IT procurements resourced with non-DON budget dollars in support of other DoD components (e.g., Defense Health Agency) or non-DoD agency programs (e.g., Department of Energy).

6. Personnel IT training and subscriptions not reported in the Navy's IT budget.

7. Contract line item numbers (priced and unpriced) that are not associated with NGEN program management, network infrastructure, MFDs, or are not subject to ECH I SME review or waiver approval.

(4) Executive Summary: The executive summary summarizes the entire ITPR and provides the who, what, when, where and why of the request. A comprehensive executive summary is critical to ensure the ITPR reviewer understands the ITPR need. Vague executive summaries that do not include all required information will be returned to the ITPR submitter for elaboration. For each major category of expense, executive summary templates have been created and provided as Appendix A. These templates are recommended for use by the submitting commands to ensure the

IIPR includes all relevant information required to provide a comprehensive overview of the request.

(a) Required Statements: All IIPRs must include the following statements:

1. "There are sufficient funds available in the budget to execute this IT requirement. Any IT funding realigned to support year of execution financial plans or mission's requirements will be documented in PBIS-IT. Corrections made to align the appropriate line number level in PBIS-IT will be done through the end of the year certified obligation process. Approval of this request will not cause an Anti-deficiency Act violation or unauthorized commitment on behalf of the government."

2. "This requirement is aligned with IT spending reduction guidance."

(b) Per reference (e), the following statements are to be used to confirm compliance with Navy policies regarding ELA and ESI and data center and NDAA waiver related procurements.

1. "Per DON CIO memorandum, 'Mandatory Use of Department of the Navy Enterprise Licensing Agreements,' published February 22, 2012, this procurement will utilize established DoD and DON acquisition vehicle(s) including ESLs, ELAs, DoD ESI, and joint ELAs as they become available, to maximize potential cost savings."

2. "Existing data center or data server capacity and capabilities available for use within the DON and DoD have been screened and determined not to meet the requirements of this IIPR."

(c) For amendment IIPRs, per reference (m), the executive summary must list the reason for the amendment.

(d) For priority IIPRs, the executive summary must include the date by which the IIPR must be approved based on a contracting deadline or operational impact.

(5) Additional Background Tab Information: For new or complex IT requirements, it is highly recommended that additional comments or attachments are submitted to provide further context, history, and completed analysis. Supporting attachments can include, but are not limited to: non-ITPR approval documentation, prior year contract awards, e-mail correspondence, financial analysis spreadsheets, and research papers.

c. Program and Project Tab. This section is utilized to identify the official POR the ITPR supports or provide as much detail as possible for the non-POR programs or projects being supported.

(1) If the ITPR supports an official POR, check "Yes" and select the POR in the drop down menu. If applicable or known, select the acquisition program baseline.

(2) ITPRs supporting a non-POR program or project not listed in the drop down menu must still be identified next to "Program, Project, or Activity Title." Identifying the program or project that the ITPR supports increases context for the reviewer and may reduce questions regarding purpose of the request.

(a) Program managers, technical POC, and any other pertinent POC's involved in the effort are to be identified to provide additional information on the request as needed.

(b) Pertinent details should be added to the comment section provided.

(3) SME Speed Pass is not authorized or supported by NETC.

d. Funding Tab

(1) Funding Request: Two types of ITPRs can be submitted from a funding perspective - Individual Purchase or Spend Plan.

(a) Individual Purchase - an ITPR for a single effort, item, or requirement (most common method).

(b) Spend Plan - considered a "bulk" ITPR, it can contain numerous line items that may or may not be related which are funded from a single FYs IT budget for a particular organization, program, project or activity. Multiple funding documents can be executed against this approval as required during the year.

1. Spend Plan ITPRs are recommended for obtaining bulk approval for a program's re-occurring annual maintenance requirements that have minimal change from year to year in terms of cost and scope. Spend Plan ITPRs can reduce the overall level of effort associated with creating and reviewing multiple ITPRs related to annual maintenance for a single program.

2. Spend Plan ITPRs are not recommended for obtaining bulk approval for new requirements. Spend Plan ITPRs will not be approved for "To Be Determined" requirements or those pending appropriate vetting.

3. Due to having multiple line items that may not be related, Spend Plan ITPRs will be reviewed with appropriate scrutiny to confirm that the individual items are properly identified, justified, and meet all necessary compliance rules. Spend Plan ITPRs must be properly reviewed and documented due to the nature and broad approval being requested.

4. Due to having multiple line items, Spend Plan ITPRs can add up to well over the BCA threshold of \$1,000,000. Any ITPR over \$1,000,000 must have a BCA or a BCA waiver - additional information is available in paragraph 10a(4) of this instruction under "Supporting Documentation."

5. Spend Plan ITPRs are to be reviewed at end of each FY to determine if an amendment is required to reflect accurate execution.

(2) Budget: Only complete this section if the ITPR lists multiple line items that are applicable to the same budgetary data. Completion of the Budget template may still require adding all budgetary details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

(3) Contracts and Purchasing: Only complete this section if the ITPR lists multiple line items that are applicable to the same contract data. Completion of the Contracts/Purchasing template may still require adding all contract details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

(4) Financial POC: This section is required. The financial POC is the individual responsible for the funding and the release of funds for this request. This person can determine the applicability of funding for the ITPR and confirm reporting of the funding in PBIS-IT.

e. Compliance Tab

(1) CCA: If an ITPR is in direct support of a POR, "Yes" must be checked and the date of confirmation must be listed. Signed CCA compliance memos are typically available as an associated system document for the POR, within DoD IT Portfolio Repository (DITPR-DON). Acquisition category level and mission designation are not required if unknown.

(2) Section 508: Section 508 of the Rehabilitation Act requires that the federal government procure, create, use, and maintain information communication technology (ICT) that is accessible to people with disabilities, regardless of whether they work for the federal government. All IT procurements must consider Section 508. "Yes" must be checked:

(a) If a Section 508 exception applies, select the most applicable of the listed exceptions. Additional information on exceptions can be found at: <https://www.section508.gov/buy/determine-ict-exceptions/>. If an exception applies, justifying information must be uploaded to the ITPR in order to be approved. Complete all steps in the Accessibility Requirements Tool (ART) through the below link, to generate a Section 508 Requirements report to support the exception justification. Ensure you select the same exception in the ART as you have selected in the ITPR. The ART can be found at: <https://www.section508.gov/art/#/>.

(b) For commercially available ICT purchased on a contract where an exception does not apply, an Accessibility

Conformance Report (ACR) should be obtained and provided to the purchasing or contracting entity to validate accessibility compliance of the ICT. Instructions for ACR completion can be found in the Vendor Product Accessibility Template (VPAT) located at: <https://www.itic.org/policy/accessibility/vpat>.

(3) DITPR-DON and DBS Certification: Only complete this section if the ITPR lists multiple line items that are applicable to the same DITPR-DON and DBS certification data. Completion of the DITPR-DON and DBS certification template may still require adding all compliance details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

(4) Risk Management Framework (RMF) Authorization Status: Only complete this section if the ITPR lists multiple line items that are applicable to the same Risk Management and Framework (RMF) data. Completion of the RMF template may still require adding all compliance details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

(5) Functional Area Manager (FAM): Only complete this section if the ITPR lists multiple line items that are applicable to the same FAM data. Completion of the FAM template may still require adding all compliance details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

(6) Server and Data Center: Only complete this section if the ITPR lists multiple line items that are applicable to the same server and data center data. Completion of the server and data center template may still require adding all compliance details directly under the "Line Items" tab for each line item if the template data is not correctly transferred by the system.

f. Line Items Tab

(1) The "Line Items" tab is where the IT requirements are identified in detail. Line items are categorized into four major categories:

(a) Hardware-Hardware Maintenance-Hardware Cloud Services.

(b) Software-Software Maintenance-Software Cloud Services.

(c) Support Services-Miscellaneous Cloud Services.

(d) Telecommunication-Telecommunication Cloud Services.

Note: Depending on whether an ITPR is an Individual Purchase or Spend Plan, each ITPR line item can be considered a separate effort with unique funding and purpose, or the line items are related and represent different components of a single but larger requirement. Complex projects, requirements, or quotes that have multiple components such as hardware, software, and services should be broken out into their applicable category when feasible. It is vital that components of notable distinction are listed on their own line item so they can be properly reviewed. Each line item category has tailored questions and required inputs applicable to it. Submitters should be careful not to lump different types of components under one line item. However, in limited circumstances, if a quote or contract lists many components under the same category, it may be determined appropriate to be listed as a single line item. This determination is subject to review by the NETC CSR and may be returned to the submitter for line item breakout if deemed necessary. Any item that may require special handling procedures must be listed as a single line item. Contact the NETC CSRs for additional guidance regarding the categorization of an IT requirement amongst the four line item categories. As noted earlier in this instruction, new and updated line items within an amendment ITPR must clearly be identified as "new" or "amended" in the line item description.

(2) Vendor and Product Information:

(a) The vendor and product information for each line item must be filled out entirely with appropriate descriptions of requested item(s) and the projected source.

(b) Type:

1. Only hardware and telecommunication line items have a type drop down section.

2. Hardware line item: When selecting "DLA" marked items, a MFD section will become available and will be required to be completed. MFD waivers are submitted here. See below for additional information.

(c) Cost per unit and quantity: The cost per unit and quantity will typically match the vendor quote or align with what is being requested. However, complex requests that list many different items under a single ITPR line item may list the total cost of the items with a quantity of "1". Contact the NETC CSRs for additional guidance if needed.

(d) Government estimate, vendor quote, SOW, etc.: All ITPRs must include the basis for the cost estimate of the ITPR. Examples include, but are not limited to: vendor quote, vendor price list, previously awarded contract, or IGE. ITPRs that do not include a relevant basis for the cost estimate will be returned to the submitter.

(3) Help Desk: If the procurement is in support of a help desk, additional inputs are required to provide justification, background, and mission impact. All help desk ITPRs are routed to the appropriate ECH 1 SME.

(4) Portals: If the procurement is in support of a portal, additional inputs are required to provide justification, background, and mission impact. A portal is defined as any portal, web site, or web presence that is considered a collaboration or information sharing IT environment used to enhance operational or business mission areas. All portal ITPRs are routed to the appropriate ECH 1 SME.

(5) MFD: If any MFD item, marked with "(DLA)", is selected in the "Type" menu drop down under hardware, an additional question will become available for answering - "Is your organization purchasing the MFD through the DLA?" If the requesting organization is procuring the MFD through the NGEN contract or DLA, select "Yes" and no other unique inputs are needed. If the MFD is being procured or obtained outside of

these two resources, the question is left blank and an MFD waiver will be required for submission. See the special handling procedures in paragraph 9 of this instruction for additional information.

(6) Purpose Section: For any hardware or software request, the network for which the item will be connected or associated must be identified.

(a) Once the submitter selects the broad category of either NMCI, RDT&E, legacy, other or stand alone, the specific hosting network must also be noted. It is not enough to select only the broad category for most networks; specific site packages must be identified or applicable notes should be made in the "Hosting Network" box.

(b) The network listed must match the eMASS selected in the RMF authorization status section.

(7) FAM Template: All software applications (products, software, services, maintenance) purchased must be registered in DON Application and Database Management System (DADMS), in approved status, and associated to NETC. Contact the NETC CSRs for guidance regarding.

(8) CCS: All ITPRs for CCS will be routed through the ECH 1 cloud computing SME for review and approval.

(a) If procuring professional services in support of CCS, use the services line item.

(b) All CCS solutions must have an associated cloud services DADMS identification (ID) from DADMS. If the applicable cloud services DADMS ID is not available in the drop down menu, select "DADMS ID not found" and provide the ID in the "Detailed Justification" section.

(c) All requested CCS solutions must be FedRAMP approved.

(d) Contact the NETC CSRs for additional guidance regarding CCS.

(9) DITPR-DON and DBS Certification: Any DON system that is impacted by the submitted ITPR, must be identified by the DITPR-DON.

(a) NAV-ITAS only allows for one DITPR-DON to be added at this time. If more than one DITPR-DON needs to be sited, the additional ID's can be added in the comment section.

(b) If a DITPR DON ID has been selected, an eMASS ID must be identified in the RMF authorization status section.

(c) Systems that are identified as a DBS will list the approved certification amount for the system. If the listed approved certification amount is \$0 or if the ITPR requirement exceeds the approved amount, comments and additional financial details must be provided to show the program has sufficient funding. Typical funding details include extracts from PBIS-IT or funds status reports from the funding execution system.

(10) RMF Authorization Status Template:

(a) If an ITPR will be associated to a network of any kind, an eMASS ID must be identified. If the network identified does not have an eMASS ID associated to it yet, an RMF package will need to be initiated.

(b) ITPRs may have other eMASS IDs identified that belong to the command for which the ITPR supports while more applicable RMF packages are pending approval.

(c) If a DITPR DON ID has been identified, the associated eMASS IDs for that IT system will populate for selection within the drop down menu.

(d) If more than one eMASS ID needs to be identified, it can be added after clicking "save" on the first eMASS ID selection.

(e) Only eMASS ID's associated to non-classified internet protocol router will be available within the drop down menu.

1. All secure internet protocol router (SIPR) eMASS ID's must be entered manually by selecting "-eMASS ID not applicable or found-".

2. If the eMASS you have selected does not have the appropriate authorization status or the termination date has passed or will pass within 180 days, you will be required to provide an explanation in the comment section.

(11) ELA and ESI:

(a) If an ELA or ESI exists for the product or solution being requested, the ELA or ESI contract must be utilized and noted in this section. If an agreement exists and is not used, a waiver request must be uploaded with the ITPR. The waiver request has been incorporated into the ITPR form. All ITPRs that include a ELA or ESI waiver request shall automatically be routed to DDCIO(N) for review and approval. See the special handling procedures in paragraph 9 of this instruction for additional information.

(b) In most cases, the ELA and ESI agreements will be primarily software product focused. If using an ELA or ESI agreement to purchase hardware and the contract is not available in the provided drop down, list the applicable ELA or ESI contract number in the contracts and purchasing section. For example, agreements such as the Cisco ESI contract is referred to as a software agreement on the DoD ESI catalog and in NAV-ITAS. However, if only procuring hardware from the agreement, use the hardware line item when submitting the ITPR in NAV-ITAS to complete hardware-specific ITPR questions.

(12) Budget:

(a) Ensure all data for the budget section has been validated by the ITPR's financial POC.

(b) If "Yes" was checked on the background tab for "Is this procurement funded outside of PBIS-IT or is it exempt from the DDCIO(N) ITPR process?", the automated information system (AIS) extension will be: "NO AIS.EXT"

(c) Appropriation Type, FY of appropriation and AIS extensions should be provided to the submitter by the funding command's financial POC.

1. AIS extensions should be chosen from PBIS-IT under the operating budget unit identification code providing funding; each command will have unique AIS extensions.

2. The COE should align with the ITPR; this may not always match the COE accompanying the selected AIS extension chosen from PBIS-IT. If the COE does not align with the line item chosen later in the ITPR, it will create an ITPR policy flag that must be addressed in the comment section.

(d) FY of appropriated funds and FY for execution of funds: The selections in these two sections will typically match unless using multiple year appropriations such as Other Procurement, Navy, and RDT&E.

(13) Contracts and Purchasing Template:

(a) Contract number: Identify whether the ITPR will be procured as part of a contract or an individual government purchase card request. Contract numbers are applicable when exercising an option, when using a DoD ESI or DON ELA, or other DoD or DON government contract vehicle. If contract numbers are not yet known, state "TBD" in the space provided.

(b) If Period of Performance (PoP) start and end dates exist, submitters are required to identify them; PoP dates are critical in ensuring the appropriation and FY selected in the budget section align with the ITPR requirement. For any sustainment, maintenance, renewal, or services contract, entry of a PoP start and end date is required.

(c) Product Service Code (PSC): PSCs are applicable across all purchases. For IT, group "D" and group "7" typically apply.

1. For purchasing "Products" use PSCs from group "7."

2. For purchasing "Services" use PSCs from group "D."

3. Definitions, examples, and object class code associations can be found at: <https://psctool.us>.

4. Contact NETC CSR for additional guidance regarding PSC selection.

(14) Server and Data Center:

(a) See the special handling procedures section in paragraph 9 of this instruction to determine whether to check "Yes" in response to the question "Does this information system or associated components perform the storage, management and dissemination of data and information?"

(b) If applicable and "Yes" is checked, complete the necessary data to generate the NDAA waiver.

(c) As of FY 2023, NETC is associated to only one NDAA waiver applicable data center: NETC - Enterprise Production SIPR network Naval Air Station - Pensacola, Florida and only NETC CIO procures items that are associated to this data center.

(d) Contact the NETC CSRs for additional guidance regarding the server and data center section or completion of the NDAA waiver.

(15) BCA Form: A BCA requirement is triggered in NAV-ITAS if the total cost of the ITPR is greater than \$1,000,000. See paragraph 10b of this instruction for additional information.

g. Summary Tab

(1) Prior to ITPR submission, the summary tab provides an overview of the ITPR, listing the ITPR routing, the requestor, the funding POC, the title with executive summary, and a line item summary. Links are available on the summary tab to specific ITPR tabs for updates or detailed review, to view all attachments, draft reviews of the summary and detail versions of the ITPR, along with any policy flags.

(2) Review of this information is necessary to ensure all ITPR data is satisfactory, and if applicable, all policy

flags have been properly addressed and all amended line items are properly identified as "new" or "amended."

h. Workflow Tab. ITPR workflow has two main sections, manual steps and a listing of the applicable NETC workflow; this is the last step in the ITPR submission process.

(1) Manual Steps:

(a) Prior to submitting the ITPR, the submitter may select an internal reviewer to review the request and provide concurrence prior to the command's ITPR manager receiving the request. More than one internal reviewer may be added, and anyone within the command structure who has a NAV-ITAS account can be added as an internal reviewer. Internal reviewers are recommended for complex ITPRs, or ITPRs that may require additional subject matter expertise.

(b) Upon internal reviewer review completion or if directly submitted to the ECH 3 ITPR manager, the final local review step will be the ECH 3 ITPR manager. The command ITPR manager will review and provide ECH 3 approval for submission to NETC. See roles and responsibilities section in paragraph 6 of this instruction for additional information regarding the ECH 3 ITPR manager.

(c) An ITPR submitted to an internal reviewer or the ECH 3 ITPR manager has not been officially submitted into the NETC ITPR process. An ITPR can sit with an internal reviewer or an ECH 3 ITPR manager for an indefinite amount of time. Until the ITPR is submitted to NETC by the ITPR manager, NETC cannot review or take approval or disapproval action and any ITPR routing timelines are not considered. The internal review and ECH 3 ITPR manager review timelines must be considered when submitting priority or urgent requests.

(2) NETC Workflow:

(a) The listed workflow will automatically update based upon data input into the ITPR. ITPRs requiring special handling, such as ECH 1 review, will automatically list and route to the appropriate ECH 1 reviewer. Submitted ITPRs that are not being routed for ECH 1 review but are determined to require ECH 1 review by the NETC CSRs will either be returned to

the submitter for necessary updates or manually updated to include the applicable ECH 1 reviewer.

(b) Workflow processing timelines are identified in the background tab section in paragraph 10b of this instruction.

(c) At a minimum, all ITPRs submitted to NETC that are \$25,000 and below will include command CSR and SME information assurance (IA), approval.

(d) At a minimum, all ITPRs submitted to NETC that are above \$25,000 will include Command CSR, SME FAM, SME IA, SME IT budget, and NETC CIO approval.

(e) While a part of the standard NETC ITPR workflow, the NETC Governance Board step will only be utilized for ITPRs that meet NETC Governance Board criteria. The NETC Governance Board approval is completed in NAV-ITAS prior to the command CIO approval.

(f) For tracking purposes, ITPRs returned by the ECH 1 SME, NETC SME, or NETC CIO, will return to the NETC CSR. The NETC CSR will review the reasons listed for the ITPR return and will manually return the ITPR to the submitter with supporting guidance.

(g) Submitted ITPRs can be checked at any point in time to determine where the request is in the workflow by viewing the workflow tab or by looking at the audit or audit history of an ITPR.

(h) Upon approval, disapproval, or return with recommendations decision, the original ITPR submitter will receive an automatic e-mail notification stating the ITPR decision.

(i) See Appendix 2 for a general NETC ITPR workflow diagram.

APPENDIX A: EXECUTIVE SUMMARY TEMPLATES

Hardware Template

This ITPR supports a (new requirement/sustainment requirement) for (mission/program).
This hardware request is for (describe what is being purchased).
(If New Requirement) This request is now required because (describe the reason)
(If Sustainment) This request has a Period of Performance of (date range).
(If Sustainment) The previously approved ITPR number is (#).
This request will be utilized by (WHO) within (COMMAND) at (LOCATION).
This hardware will (be connected to _____ network/not be connected to any network).
***This hardware (does/does not) contain or perform authentication functions**.*
The hardware being requested (is/is not located in a traditional Data Center (CDC/TPN/SPPN/CEDC/RDTE DC/OCONUS DC)).
Hardware specifications are attached.
If this hardware purchase request is not approved, then (describe negative impact).

Software Template

This ITPR supports a (new requirement/sustainment requirement) for (mission/program).
This software request is for (describe what is being purchased).
(If New Requirement) This request is now required because (describe the reason)
(If Sustainment) This request has a Period of Performance of (date range).
(If Sustainment) The previously approved ITPR number is (#).
This software will be utilized by (WHO) within (COMMAND) at (LOCATION).
This software will be installed on (_____ network/a standalone system with/without an eMASS requirement).
This software (is/is not) a Software as a Subscription (SaaS) product or utilizes cloud computing, and (is/is not) FedRAMP approved.
Software does not have authentication abilities

*This software is licensed (by subscription / perpetually).
The software being requested (is/is not in support of a
traditional Data Center (CDC/TPN/SPPN/CEDC/RDTE DC/OCONUS DC)).*

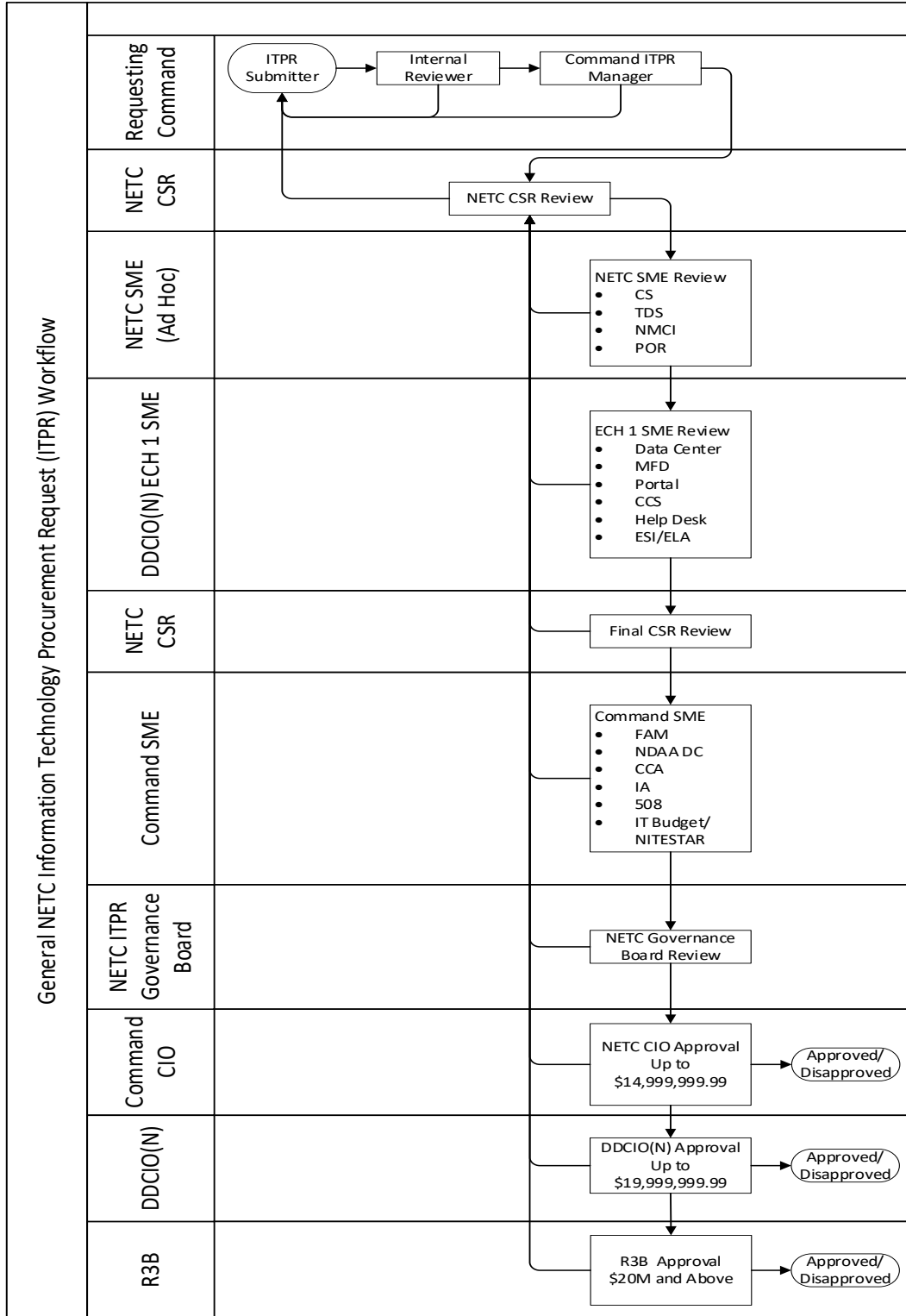
Telecom Template

*This ITPR supports a (new requirement/sustainment requirement)
for (mission/program).
This telecom request is for (describe what is being purchased).
(If New Requirement) This request is now required because
(describe the reason)
(If Sustainment) This request has a Period of Performance of
(date range).
(If Sustainment) The previously approved ITPR number is (#).
This telecom request will be utilized by (WHO) within (COMMAND)
at (LOCATION).
This telecom solution (has/does not have) wireless capabilities.
This requirement (will/will not) utilize a Commercial Internet
Service Provider. (If yes) ISP waiver attached.
Telecom support (is/is not) part of a Spiral Contract.*

Services Template

*This ITPR supports a (new requirement/sustainment requirement)
for (mission/program).
This services request is for (describe what is being purchased).
(If New Requirement) This request is now required because
(describe the reason)
(If Sustainment) This request has a Period of Performance of
(date range). (If applicable, identify Base period and Option
Year being requested)
(If Sustainment) The previously approved ITPR number is (#).
These services will be utilized by (WHO) within (COMMAND) at
(LOCATION).
This services request (does/does not) qualify for a SRRB or
equivalent. (If Yes) The approved SRRB number (or equivalent)
is ____.
The services being requested (is/is not in support of a
traditional Data Center (CDC/TPN/SPPN/CEDC/RDTE DC/OCONUS DC)).*

APPENDIX B: GENERAL ITPR WORKFLOW



APPENDIX C: UNIFORM RESOURCE LOCATOR SUMMARY

NAV-ITAS Web Site:

<https://navitas.navy.mil/about.aspx>

Product Service Code Selection Tool:

<https://psctool.us/>

Section 508 Compliance:

<https://www.section508.gov/buy/determine-ict-exceptions/>

Accessibility Requirements Tool:

<https://www.section508.gov/art/#/>

Information Technology Industry Council VPAT:

<https://www.itic.org/policy/accessibility/vpat>

DON ESL Program SharePoint Homepage:

https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Home.aspx

DoD ESI Web Site:

<https://www.esi.mil/Default.aspx>

BCA Templates:

<http://www.doncio.navy.mil/ContentView.aspx?id=4665>

APPENDIX D: ACRONYM LIST

ACR	Accessibility Conformance Report
AIS	Automated Information System
ART	Accessibility Requirements Tool
BCA	Business Case Analysis
CCA	Clinger-Cohen Act
CCS	Cloud Computing Services
CDC	Core Data Centers
CEDC	Component Enterprise Data Centers
CIO	Chief Information Officer
COE	Category of Expense
CSP	Cloud Service Provider
CSR	Customer Service Representative
CSS	Contractor Support Services
CTO	Chief Technology Officer
DADMS	Database Management System
DBS	Defense Business System
DDCIO(N)	Deputy DON CIO
DITPR-DON	DoD IT Portfolio Repository
DoD	Department of Defense
DON	Department of the Navy
ECH	Echelon
ELA	Enterprise Licensing Agreement
eMASS	enterprise Mission Assurance Support Service
EOC	Enterprise Operations Center
ESDR	Enterprise Support Decision Review
ESGB	Enterprise Support Governance Board
ESI	Enterprise Software Initiative
FAM	Functional Area Manager
FY	Fiscal Year
GIG	Global Information Grid
HQ	Headquarters
I/O	Input or Output
IA	Information Assurance
ICT	Information Communication Technology

ID	Identification
IGE	Independent Government Estimates
IM	Information Management
ISP	Internet Service Provider
IT	Information Technology
ITPR	Information Technology Procurement Request
LC	Learning Center
MFD	Multi-Function Device
NAV-ITAS	Navy Information Technology Approval System
NDAA	National Defense Authorization Act
NETC	Naval Education and Training Command
NGEN	Next Generation
NMCI	Navy Marine Corps Intranet
OCONUS	Outside the Continental United States
PBIS	Program Budget Information System
POA&M	Plans of Actions and Milestones
POC	Point of Contact
PoP	Period of Performance
POR	Program of Record
PSC	Product Service Code
R3B	Resource Requirements Review Board
RDT&E	Research, development, test, and evaluation
RMF	Risk Management Framework
SAAS	Software as a Service
SIPR	Secure Internet Protocol Router
SME	Subject Matter Expert
SOW	Statement of Work
SPPN	Special Purpose Processing Nodes
SRRB	Service Requirements Review Boards
TDS	Training Delivery Services
TRANET	Training Network
VPAT	Vendor Product Accessibility Template