

FROM: CMC WASHINGTON DC//P&R//
TO MARADMIN

SUBJ: INFORMATION TECHNOLOGY EXPENDITURES

REF/A/ 19 OCTOBER 2000 ASN-RDA MEMO ON INFORMATION TECHNOLOGY-RELATED EXPENDITURES

REF/B/MARADMIN 550/00

REF/C/MARADMIN 264/00

REF/D/DOD FINANCIAL MANAGEMENT REGULATIONS (FMR) DOD 7000.14-R

~~NARR/ REF A IS A MEMO FROM ASN-RDA REQUIRING ALL EXPENDITURES~~
NARR/ REF A IS A MEMO FROM ASN-RDA REQUIRING ALL EXPENDITURES OF FUNDS FOR IT ABOVE \$25,000 REVIEWED. REF B IS AN INFORMATION TECHNOLOGY (IT) ADVISORY FOR USMC NIPRNET SOFTWARE AND DELINATES GUIDANCE ON SOFTWARE STANDARDS. REF C PROVIDES GUIDANCE ON ACQUISITION AND LEASE OF IT HARDWARE. REF D IS BUDGETING FOR IT AND AUTOMATED INFORMATION SYSTEMS AND IS LOCATED AT WWW.DTIC.MIL/COMPTROLLER/FINMAN01.HTML

POC/LITCHFIELD/MAJ/PRIPHN:DSN 227-9577/-/HQMC PR/-/-//

POC/TRATHOWEN/MSGT/PRIPHN: DSN 327-5699/-/HQMC C4/-/-//

RMKS/1. THIS IS A COORDINATED MESSAGE BETWEEN P&R AND C4. THIS MESSAGE PROVIDES POLICY RELATED TO THE EXPENDITURE OF OPERATIONS MAINTENANCE, MARINE CORPS (OM,MC), OPERATIONS MAINTENANCE, MARINE CORPS RESERVE (OM,MCR), NAVY WORKING CAPITAL FUND (NWCF), RESEARCH, DEVELOPMENT, TESTING AND EVALUATION (RDT&E), AND PROCUREMENT, MARINE CORPS (PMC) FUNDS FOR INFORMATION TECHNOLOGY (IT) LEASES AND/OR PURCHASES DUE TO TRANSITION TO THE NAVY-MARINE CORPS INTRANET (NMCI).

2. BACKGROUND. THE MARINE CORPS WILL TRANSITION TO AN OUTSOURCED, ENTERPRISE-WIDE IT SOLUTION FOR ALL GARRISON SERVICES BEGINNING THIRD QUARTER FY02 AND COMPLETING BY THE END OF THE FOURTH QUARTER FY02. THIS MEANS ALL EQUIPMENT PROVIDED THROUGH CENTRALIZED PROCUREMENT (I.E. WORKSTATIONS, NETWORK INFRASTRUCTURE, ETC.) WILL NOW BE PROVIDED BY THE NMCI CONTRACTOR FOR A FIXED PRICE DEPENDENT UPON THE TYPE SEAT ORDERED. PERIPHERAL EQUIPMENT (I.E. PRINTERS, JAZZ DRIVES, LARGER MONITORS, ETC.) WILL ALSO BE PROVIDED UNDER THE CONTRACT AT AN ADDITIONAL COST. UNDER NMCI PRINTERS WILL BE PROVIDED BASED UPON POPULATION AND LOCATION WITHIN EVERY BUILDING (ROUGHLY 1 PER 20 SEATS AS PART OF THE BASIC SEAT PRICE). IN ADDITION, A CATALOG WILL BE PROVIDED TO ORDER ADDITIONAL PRINTERS AND OTHER ADP EQUIPMENT TO BE USED BY NMCI SEATS. AT THIS TIME, FURTHER NEGOTIATIONS ARE UNDERWAY WITH CONTRACTOR TO DETERMINE IF AND HOW GOVERNMENT OWNED EQUIPMENT MIGHT BE

*(Services)
already policy*

ATTACHED TO INDIVIDUAL SEATS. FOR FUTHER INFORMATION ON NMCI PLEASE VISIT WWW.CIO.USMC.MIL.

Amend
By

2. AS OF 1 JANUARY 2001, ALL MARINE CORPS BUDGET ACTIVITIES ARE DIRECTED TO CEASE PURCHASE OF ADP EQUIPMENT TO INCLUDE NETWORK INFRASTRUCURE-TYPE EQUIPMENT (ROUTERS, SWITCHES, WIRING) AND ALL PERIPHERAL EQUIPMENT (PRINTERS, SCANNERS, ANCILLARY ADP EQUIPMENT). THE PURPOSE OF THIS POLICY TO MINIMIZE IT-RELATED EXPENDITURES WHILE THE MARINE CORPS DEVLEOPS PLANS AND POLICY FOR THE TRANSITION TO NMCI. THE DRAMTIC DIFFERENCE IN OUR OUTSOURCED SOLUTION AND OUR CURRENT PHILOSOPHY DEMANDS A FORM OF CHANGE MANAGEMENT BE INSTITUTED WHILE WE ENSURE OUR TACTICAL IT REQUIRMENTS ARE FULFILLED.

4. THESE SAME ACTIVITIES ARE DIRECTED NOT TO ENTER ANY LEASE FOR IT EQUIPMENT TO INCLUDE WORKSTATIONS AND SERVERS.

5. FINALLY, THESE SAME ACTIVITIES ARE DIRECTED NOT TO ENTER ANY LEASE AND/OR PURCHASE OF SOFTWARE. IN EFFORT TO PREPARE FOR NMCI AND REALIZE POTENTIAL COSTS SAVINGS, ALL PURCHASES AND LEASES MUST RECEIVE CIO APPROVAL.

A. TRANSITION TO NMCI WILL REQUIRE PROGRAMS OF RECORD TO ACHEIVE SOFTWARE COMPATABLITY WITH THE MICROSOFT WINDOWS 2000 OPERATING SYSTEM (OS). PROGRAMS NOT COMPATABLE WITH WINDOWS 2000 SHOULD BEGIN IMMEDIATE PLANNING FOR THIS TRANSITION ISSUE. C4 HAS SET 31 DEC 2001 AS THE DATE TO COMPLETE ALL OS REQUIRED TRANSITION.

B. ANY PROGRAM THAT PROCURES SOFTWARE OR MODIFIES EXISTING SOFTWARE SHALL FOLLOW ALL GUIDANCE ON PROPERLY PROGRAMMING FUNDS. REF D APPLIES. IF A PROGRAM FALLS UNDER ONE OF THE FOLLOWING STRICTURES THE FUNDING MUST BE RDT&E:

1. ALL NEW STARTS
2. COTS/NON-DEVELOPMENTAL ITEM (NDI) SOFTWARE MODIFICATION
3. ANY MODICIFICATION OF SOFTWARE CODE BEYOND 15% OF TOTAL CODED LINES OR FOLLOW-ON WORK FOR INTEGRATED SYSTEMS DEVELOPMENT.

6. WAVIER POLICY AND CIO APPROVAL FOR PURCHASE/LEASE OF HARDWARE, PERIPHERALS AND SOFTWARE ARE POSTED AT WWW.CIO.USMC.MIL. THIS IS AN OPEN FORMAT AND MUST BE FORWARDED VIA YOUR CHAIN OF COMMAND TO

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HQMC_CIO_POLICY@HQMC.USMC.MIL OR VIA STANDARD NAVAL MESSAGE TO CMC WASHINGTON DC//C4/CP//.

7. IDENTIFY ALL OM,MC, OM,MCR, NWCF, RDT&E, AND PMC SAVINGS AND THEIR REAPPLICATION WITH IN YOUR COMMAND THROUGH THE CHAIN OF COMMAND TO PROGRAMS AND RESOURCES, RFI. THE FORMAT IS LOCATED AT WWW.CIO.USMC.MIL. THIS IS AN EXCEL SPREAD SHEET AND SHOULD BE E-MAILED TO PRNMCI@HQMC.USMC.MIL.

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Date signed: 10/01/2001 **MARADMIN Number:** 473/01

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FM CMC WASHINGTON DC//C4//

TO MARADMIN

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UNCLAS //N02000//

MARADMIN 473/01

MSGID/GENADMIN/CMCWASHINGTON DC/C4//

SUBJ/REVISED INFORMATION TECHNOLOGY (IT) PROCUREMENT APPROVAL
PROCESS//

REF/A/CMC WASHINGTON DC/PR/231130Z JAN 01//

REF/B/CMC WASHINGTON DC/PR/040400Z JAN 01//

REF/C/CMC WASHINGTON DC/C4/141415Z NOV 00//

REF/D/CMC WASHINGTON DC/C4/230900Z MAY 00//

NARR/REF A IS AN HQMC P&R MSG PROVIDING POLICY ON IT
PROCUREMENT.

REF B IS AN HQMC P&R MSG ON O&M, MC AND O&M, MCR EXPENDITURES AND
WAIVER POLICY CLARIFICATION. REF C IS MARADMIN 550/00, SUBJ: IT
ADVISORY 00-04 USMC NIPRNET SOFTWARE STANDARDS. REF D IS
MARADMIN

267/00, SUBJ: IT ADVISORY 00-03 MARINE CORPS IT REQUIREMENTS AND
ACQUISITION POLICY. THIS MESSAGE SUPERCEDES REF D.//

RMKS/1. THIS MESSAGE ANNOUNCES AND IMPLEMENTS THE REVISED IT
PROCUREMENT APPROVAL PROCESS. AS INDICATED IN REF B, THE CIO
INTENT FOR ESTABLISHING THE IT PROCUREMENT APPROVAL PROCESS WAS
TO SAFEGUARD AGAINST DUPLICATE SPENDING ON IT RELATED PRODUCTS
AND SERVICES (MANAGEMENT) AND OBTAIN VISIBILITY ON IT SPENDING
(OVERSIGHT) IN LIGHT OF THE IMPENDING TRANSITION TO THE NAVY
MARINE CORPS INTRANET (NMCI). IN ADDITION, THE CIO WANTS TO
ENSURE THAT IT PROCUREMENTS AND PURCHASES MADE WERE IN
COMPLIANCE

WITH USMC POLICY. THE PURPOSE OF THIS MESSAGE IS TO DELEGATE
AUTHORITY TO MARFOR AND OTHER COMMANDS THAT REPORT DIRECTLY TO
HQMC AND TO STREAMLINE THE IT PROCUREMENT APPROVAL PROCESS.

2. THE FOLLOWING CHANGES TO REFS A AND B ARE NOW EFFECTIVE:

A. HQMC C4/CIO WILL CONTINUE TO PROCESS APPROVAL REQUESTS FOR IT
PROCUREMENTS GREATER THAN \$25K.

B. MARCORSSYSCOM PROGRAMS OF RECORD WILL PROVIDE A PROGRAM REVIEW
BRIEFING TO HQMC C4/CIO PRIOR TO MILESTONE DECISION POINTS, OR
ANNUALLY, WHICHEVER OCCURS MORE FREQUENTLY.

C. THE FOLLOWING ORGANIZATIONS (MARFORLANT, MARFORPAC,
MARFORRES,
MCCDC, HQMC (AR), MATCOM, MCRC, MARFOREUR, TECOM, AND
MARCORSSYSCOM)

ARE HEREBY GRANTED REVIEW AND PROCESSING AUTHORITY FOR IT
PROCUREMENTS LESS THAN \$25K.

D. ORGANIZATIONS SUBORDINATE TO THOSE LISTED IN 2C ABOVE MUST

FORWARD IT PROCUREMENT REQUESTS THROUGH THEIR RESPECTIVE HIGHER HEADQUARTERS; OTHER UNITS NOT SPECIFICALLY IDENTIFIED THAT EITHER

REPORT DIRECTLY TO CMC OR OFFICES UNDER THE PURVIEW OF THE ACMC ARE INSTRUCTED TO FORWARD THEIR PROCUREMENT REQUESTS TO HQMC (AR).

E. EACH UNIT LISTED IN 2C ABOVE MUST TRACK IT PROCUREMENT REQUESTS AND PROVIDE A RECORD (FILE) OF ALL REQUESTS PROCESSED (APPROVALS AND DISAPPROVALS) DURING THE MONTH TO HQMC C4/CIO WITHIN 5 WORKING DAYS OF THE END OF EACH MONTH. THE FILE WILL CONSIST OF AN EXCEL SPREADSHEET (THAT WILL BE PROVIDED TO ALL UNITS) AND MUST BE SENT VIA EMAIL TO THE FOLLOWING NIPRNET ADDRESS: CIO_POLICY@HQMC.USMC.MIL.

F. HQMC C4/CIO WILL BE THE FINAL ARBITRATOR FOR RESOLVING ANY ISSUES INVOLVING IT PROCUREMENTS ENCOUNTERED BY COMMANDS.

3. TO EXPEDITE THE APPROVAL PROCESS AN AUTOMATED PROCESS IMPROVEMENT IS ALSO PLANNED. A DATABASE APPLICATION HAS BEEN DEVELOPED TO STREAMLINE THIS PROCESS. THE DATABASE APPLICATION IS UNDERGOING FINAL TESTING AND COMMANDS WILL BE NOTIFIED VIA MESSAGE WHEN THE DATABASE APPLICATION HAS BEEN APPROVED AND IS AVAILABLE FOR USE. AT THAT TIME, UNITS WILL CEASE SENDING THE RECORD FILE TO HQMC C4/CIO, AND SIMPLY ENTER THEIR INFORMATION INTO THE MARINE CORPS WIDE DATABASE.

4. TO ENSURE A COMMON APPROACH TO REVIEWING IT PROCUREMENT REQUESTS, THE FOLLOWING GUIDANCE IS ALSO PROVIDED:

UNIT/COMMAND COORDINATORS SHOULD BE DESIGNATED. THE COORDINATOR'S CONTACT INFORMATION SHALL BE PROVIDED TO HQMC C4/CIO POC BY 1 OCT 01. COORDINATORS SHALL BE GUIDED BY THE FOLLOWING PRINCIPLES: DETERMINE WHETHER THE IT PRODUCTS OR SERVICES TO BE PROCURED ARE COVERED UNDER THE NMCI CONTRACT; IF A PARTICULAR PROCUREMENT REQUIREMENT IS PROVIDED UNDER NMCI, ASSESS THE OPERATIONAL IMPACT IF THE PURCHASE IS POSTPONED UNTIL NMCI GOES INTO EFFECT; IF NOT COVERED, DETERMINE WHETHER THE PROPOSED PROCUREMENT IS A VALID OPERATIONAL OR PROGRAM REQUIREMENT; APPROVAL OF A PARTICULAR PROCUREMENT REQUEST SHOULD ONLY BE GRANTED IF IT DOES NOT VIOLATE THE POLICIES IN REFS A THROUGH C.

5. IT IS EXPECTED THAT COMPTROLLERS WILL BE ENGAGED IN THIS PROCESS. ADDITIONALLY, COMMAND COORDINATORS SHOULD REGULARLY VISIT THE EDS WEB SITE TO KEEP ABREAST OF CHANGES TO THE NMCI CONTRACT AND OTHER RELEVANT INFORMATION. THE WEBSITE ADDRESS IS [HTTP:WWW.CIO.USMC.MIL/C4/NMCI/NMCI_RELATED_LINKS.HTM](http://www.cio.usmc.mil/c4/nmci/nmci_related_links.htm).

6. USE OF LOCAL OPERATING FUNDS (I.E., O&M,MC AND O&M,MCR) TO PROCURE IT EQUIPMENT AND SOFTWARE THAT IS CENTRALLY FUNDED IS NOT AUTHORIZED. PROCUREMENT OF COMPUTER EQUIPMENT SHOULD BE COORDINATED WITH MARCORSYSCOM PM/IT PRIOR TO SUBMISSION OF AN IT PROCUREMENT REQUEST.

7. EFFECTIVE 1 OCT 01, WEEKLY STATUS REPORTS WILL BE MADE AVAILABLE ON THE HQMC C4/CIO WEB PAGE UNTIL THE DATABASE APPLICATION IS FULLY IMPLEMENTED.

8. HQMC C4/CIO POINT OF CONTACT IS LTCOL FRANK BRADY, CIO BRANCH, DSN 223-3487, COMM (703) 693-3487, EMAIL BRADYFX@HQMC.USMC.MIL.//

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