



# **DAMIR**

<https://ebiz.acq.osd.mil/damir>

## **MAIS Quarterly Report (MQR) User's Guide**

Developed for OUSD (AT&L)

by

CACI – CMS Information Systems, Inc.  
14370 Newbrook Dr.  
Chantilly, VA 20151  
(703) 679-5345

Last Updated: December 9, 2013



## Table of Contents

<b>OVERVIEW .....</b>	<b>2</b>
Introduction .....	2
Security.....	2
Users.....	2
Getting DAMIR Training .....	3
Getting a DAMIR Account .....	3
Classification.....	4
Other References.....	4
<b>SUPPORTING DAMIR AUTOMATION .....</b>	<b>5</b>
MQR Original Estimate .....	5
Sections.....	5
Acronyms.....	5
<b>MQR DATA ENTRY .....</b>	<b>6</b>
Accessing MQR Data Collection .....	6
MQR Program Selection .....	6
Basic View .....	7
Advanced View.....	7
Managing an MQR Submission.....	8
Creating an MQR .....	8
Editing an MQR.....	9
Deleting an MQR .....	10
Change the date of an MQR .....	10
Entering MQR Data .....	10
Baselined v. Unbaselined.....	11
Summary Features .....	11
Submission Status .....	11
Discussion Summary.....	15
Program Information.....	16
Nomenclature/Component.....	16
Responsible Office .....	17
References.....	18
Program Picture .....	18
Data Sections.....	19
Program Status.....	19
Schedule .....	22
Performance .....	25
Cost & Funding .....	29
Operating & Support Costs .....	37
<b>INDEX .....</b>	<b>38</b>

## Overview

### INTRODUCTION

Major Automated Information Systems (MAIS) are required to provide a quarterly report to the Senior Official (usually the Component Acquisition Executive) which presents a current estimate of program status. For baselined MAIS programs, it also contains information regarding Significant and/or Critical Changes to the program since the program's Original Estimate. This report, the MAIS Quarterly Report (MQR), provides information about program Schedule, Performance, and Cost, as well as other information that is relevant to oversight. The Defense Acquisition Management Information Retrieval (DAMIR) System provides the capability to both enter this information and access various views of it.

### SECURITY

Because the audience for the MQR is limited to OSD, Component, and program-related personnel, the MQR is considered unofficial information and access to it is protected within DAMIR. Further, until the MQR is finalized, it is essential to protect the information, providing even more limited visibility to it from the time it is entered, until it is deemed correct and complete. To support this protection, user access is controlled by a number of security features – both within the DAMIR product and through the web hosting environment. DAMIR is hosted by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)). Because the OUSD (AT&L) network is access controlled, an account with the network and identification certification is required. Identification certification is provided through either a Common Access Card (CAC) or an appropriate External Certification Authority (ECA) certificate. The DAMIR website is also protected through the use of the secure hypertext transfer protocol (HTTPS), which encrypts the data transferred in both directions. Finally, the data housed in the DAMIR database is identified by program and data type. Users are assigned specific privileges related to the programs they are permitted to view and the type of information they may access.

It is important to note that part of the AT&L network security protocol is to monitor accounts for activity. When an account is dormant for more than 30 days, the account is deactivated. That means that if you do not use DAMIR at least once every 30 days, you may find that you are unable to access the product when you need to. To reactivate your account, contact the DAMIR Hotline (see Other References).

### USERS

The privileges assigned to a user's DAMIR account determine not only the data that is presented, but the features that allow access to that data. With respect to the MQR information and tools, access depends on whether the user is able to create, edit, or move the data through the release process and whether the data has been released for the user to view. There are generally four roles in accessing MQR information:

**Viewers** – These users have access to MQR information after the information has been reviewed and released for general use within DAMIR. Only users capable of viewing unofficial information will have access to the MQR. The MQR is only accessible in the Program View once it has been finalized.

**Reviewers** – These users have access to MQR information at identified points in the release process for the sole purpose of reviewing the MQR in preparation for its release. Reviewers cannot edit the MQR, but are able to see all aspects of it,

and make comments either on the MQR as a whole or on specific sections. The MQR is only accessible in the Program View; however, some additional features are available.

**Editors** – These users have access to MQR information at identified points in the release process and are capable of making changes to any and all data sections. Generally, editors are only specifically defined at the Program Office level. These users have access to the MQR in both the Program View (using the [Edit this Submission](#) hyperlink) and the data collection area (using the [Create/Edit](#) hyperlink for the MQR). It is recommended that any changes be coordinated with the Component Headquarters Chapter 144A Point of Contact. Editors also have access to the [Manage Submissions](#) tool, available from the Portal in the “Other Data Capture” group.

**Releasers** – There must be at least one Releaser defined at each point in the release process. These users are capable of reviewing, editing, and moving the MQR either forward or back in the release process. Moving an MQR forward to the next point for review is known as a “release”. Moving the MQR backward to a previous point for rework is known as an “assignment”. Releasers are, therefore, the gatekeepers of the review and release process. These users have access to the MQR in both the Program View (using the [Edit this Submission](#) hyperlink) and the Data Collection area (using the [Create/Edit](#) hyperlink for the MQR). They also have access to the [Manage Submissions](#) tool, available from the DAMIR Portal in the “Other Data Capture” group.

These roles can be associated with one or more steps in the process of releasing an MQR. A user may have any combination of roles at one or more steps in the process. However, if a user only has roles at a higher step in the process, he or she will not be able to see the report until it has been released to that level. Conversely, a user at the lowest level of the process always has visibility into the report. Users at the lowest level of the process who have edit privileges are the only users who are able to create the MQR.

### GETTING DAMIR TRAINING

Because of the nature of the work involved with creating, editing, and releasing the MQR, it is strongly recommended that you attend, at a minimum, the “Introduction to DAMIR” training course provided by OSD, particularly if you have privileges to edit or release an MQR. For information on the dates and times of available training, please refer to the DAMIR public website or contact the DAMIR Hotline (see Other References).

### GETTING A DAMIR ACCOUNT

Users with accounts on the AT&L network are automatically provided with a DAMIR account when they try to access the DAMIR website. If you do not have access to the AT&L network or are unable to reach the DAMIR website, please contact the DAMIR Hotline (see Other References) to request an account. Your request should be forwarded through a DAMIR point of contact (POC) in order to ensure that the proper access privileges are provided for you. Your DAMIR POC will also be able to request changes in privileges should your requirements change.

A DAMIR POC has been identified within every organization and office using DAMIR. If your organization or office has not previously used DAMIR, please have an existing DAMIR POC, either through the Component hierarchy or within OSD, make the request for you. If you are unsure of who to contact, the DAMIR Hotline will be happy to assist (see Other References).

## CLASSIFICATION

DAMIR is currently designed to allow data entry of unclassified information only for the MQR. If the required information is classified, the word "CLASSIFIED" is inserted instead of the classified data, and a footnote is added saying (for example) "\* Specific values of Objectives and Thresholds are classified and are defined in the program's Capability Development Document dated June 29, 2007." Future versions of DAMIR will provide a secure website for including classified information.

## OTHER REFERENCES

DAMIR Website – <https://ebiz.acq.osd.mil/damir>

DAMIR Hotline:

Email	<a href="mailto:osd.damir@mail.mil">osd.damir@mail.mil</a>	For questions related to training, accounts, and privileges
Email	<a href="mailto:damir@caci.com">damir@caci.com</a>	For questions related to the application features including data entry and viewing reports
Phone	703-679-5345	Any questions, manned 8 a.m. – 5 p.m. M-F

DAMIR has a website which does not require identity certification (e.g., CAC). This site provides information about training, guidance, and other documentation supporting the DAMIR product. The DAMIR Public Website is found at:  
<http://www.acq.osd.mil/damir>

Information on MQR Policy and specific preparation instructions are available at:  
<https://acc.dau.mil/CommunityBrowser.aspx?id=227820&lang=en-US>

Updates to this guide are available on the DAMIR Public Website or by contacting the DAMIR Hotline.

## *Supporting DAMIR Automation*

### **MQR ORIGINAL ESTIMATE**

The implementation of the MQR in DAMIR for baselined programs requires the MAIS Annual Report (MAR) Original Estimate (MAR OE). The MAR OE is not entered as part of the MQR; it stands alone as a separate entity in DAMIR. A baselined program must have a MAR OE created and approved in DAMIR before the MQR can be initialized which would first use it. Therefore, a program that has received a first APB should create a MAR OE as soon as possible after the approval of the APB and have that MAR OE approved in a timely fashion. Without the MAR OE, the MQR must either be submitted in the same format as an unbaselined program or using last MAR OE. Differences from the new baseline would then be discussed in the memo fields of each section.

If you are uncertain about how to proceed because of an APB or MAR OE related issue, please contact the DAMIR Hotline (see Other References).

### **SECTIONS**

The MQR is similar in format to the MAR, but differs from the MAR in the data that is included. Business Case Alignment is only required for the MAR. The Program Description section is not included in the MQR. All other sections have been accommodated in DAMIR.

### **ACRONYMS**

The DAMIR implementation of the MQR differs from typical documents and reports in how acronyms and abbreviations are handled. Because DAMIR allows users to view each section of the report independently, it is necessary to consider acronyms and abbreviations on a section-by-section basis. This means there are a few rules for using acronyms and abbreviations that differ from typical documentation standards:

- For most sections, each phrase that can be abbreviated should first be used in its full form and followed by the acronym or abbreviation in parentheses (e.g. "Full Deployment Decision (FDD)"). Any other time that phrase is used after that, the acronym or abbreviation can be used.
- For Schedule and Performance, because acronyms and abbreviations are so useful to concisely state the milestone or characteristic, it is acceptable to use only the acronym or abbreviation in the tabular data. There is a separate area for acronyms and abbreviations that must contain the full phrase for each acronym or abbreviation used. That list of acronyms and abbreviations should include items used in either the table of in the memo.
- Any given phrase must first be used in its full form at least once in every section in which it is used (except for Schedule and Performance) before the acronym or abbreviation can be used. For example, it is not enough to use the full form with the acronym in the Status section and then use the acronym in the Program Schedule section. The Schedule must also have the full form of the phrase.
- The main exception to these rules is if the acronym is the common name for the program. The program name should be used in its full form in the Program Description section, but the acronym or common name can otherwise be used throughout the MQR.

## MQR Data Entry

There are two main areas of interest related to MQR information. The MQR is displayed in an easily viewed format in the Program View feature. The data for the MQR is entered through the data collection feature, discussed here. Both features are available from the DAMIR Portal.

The DAMIR Portal is the first DAMIR screen accessed when you enter the site. The data collection area is accessed through a group of hyperlinks in the main body of the screen. These hyperlinks provide access, as privileges allow, to the data entry features for each type of report DAMIR supports. If you have the appropriate privileges to edit an MQR, a hyperlink to [Create/Edit](#) is presented in the Acquisition Reporting group next to the MQR reference. Click this hyperlink to proceed.



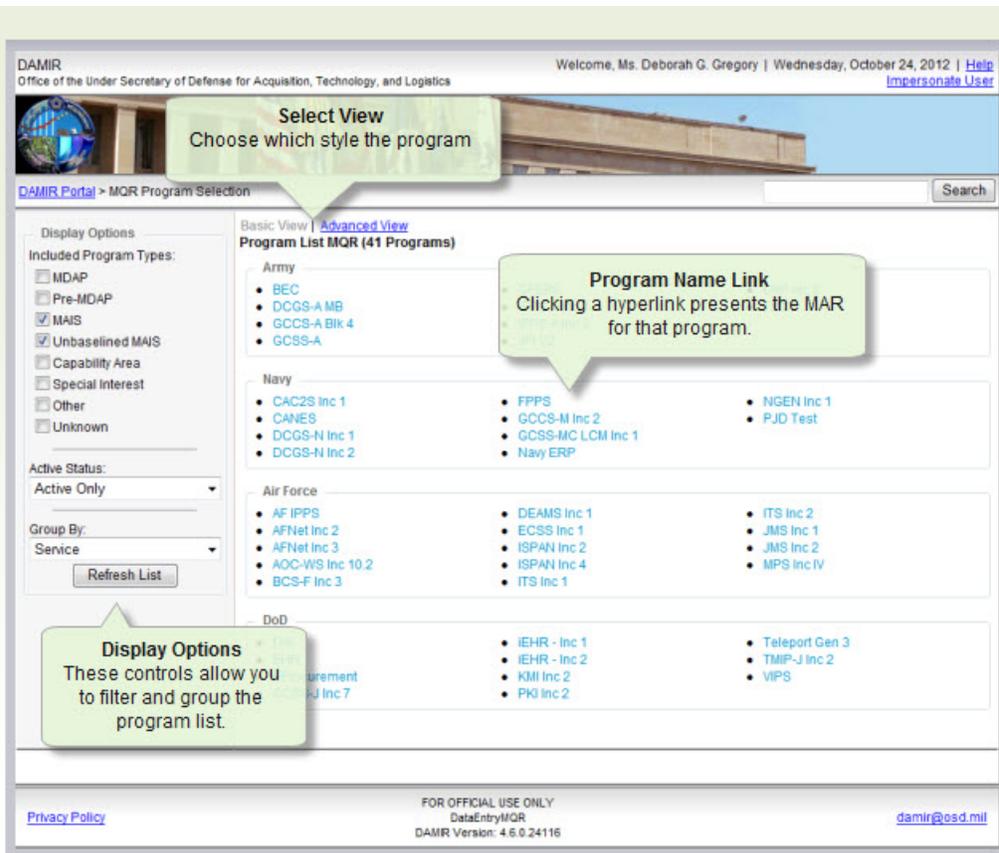
If the Acquisition Reporting group does not contain a hyperlink to [Create/Edit](#) an MQR, it means that you do not have sufficient privileges to edit this report. Please contact the DAMIR hotline (see Other References) if you feel you have incorrect/insufficient privileges.

## Accessing MQR Data Collection

### MQR PROGRAM SELECTION

Since many users have access to the data collection features for several programs, DAMIR provides you with screens to support selecting the program you wish to create or edit. The program selection features provide the means to organize the list of available programs, locate a desired program, and access the MQR data for it. The Basic View is the default view, and is probably the only view you will need to use. However, if you need to see additional information about a program or want to organize the list uniquely, the Advanced View may provide the additional tools you need. You can change the program list view that is displayed using the hyperlinks [Basic View](#) and [Advanced View](#) at the top of the main area of the page.

Both views are supported in the left sidebar with Display Options that provide filtering controls to limit the number of programs displayed. Other display options are presented according to the program view that is displayed. The filtering options are located at the top of the "Display Options" panel and allow you to filter according to the program type. One or more program types can be identified by checking the appropriate checkbox under "Included Program Types". The program types relevant to the MQR are "MAIS" and "Unbaselined MAIS" (formerly called Pre-MAIS). The program list may also be filtered according to the program's status as an active DAMIR program. Note that the "Active Status" drop-down allows you to limit the list to "Active Only", "Inactive Only", or "Show



All”. Changing either the checkboxes or the drop-down does not immediately change the program list. Click on the **Refresh List** button to update the list according to your selections. Note that these selections will persist until you change them, even through several DAMIR working sessions.

Note: “Active Status” indicates whether a program is listed as active in DAMIR – usually because it still has an active community of interest, even if the program is no longer an actively reporting program.

### Basic View

The Basic View is the default view and provides the simplest interface for locating your program. The list of programs is grouped for easy access and each group is identified appropriately. Within each group, the programs associated with that grouping are identified alphabetically by name. Each program name is a hyperlink that, when clicked, will take you to the MQR data entry features for that program.

The list, by default, is grouped by Service. The grouping can be altered using the drop-down under “Group By:” in the Display Options area of the left sidebar. After selecting a grouping category, click the **Refresh List** button to apply the selection. The program list can be grouped by: Service, Program Type, JCA, or DAES Group.

### Advanced View

The Advanced View provides a more versatile program list than the one provided in the Basic View. Beyond simply locating and selecting a desired program, you can view and manipulate the list in a variety of ways. With this view you can quickly access basic information about the programs, sort the list according to any of the displayed details,

and export the list to Excel or Word compatible formats. However, its primary purpose is still to provide access to the MQR data entry features for the program you select.

The program list is presented in a tabular format that provides information in a number of columns. By default, the first column is "Name" and provides the program name as a hyperlink that, when clicked, takes you to the MQR data entry features for that program. Any additional columns are displayed depending upon how you have previously configured the program list. To manipulate the list, additional controls are provided in the left sidebar, in the header of the program list table, and in the footer of the program list table.

Using the "Display Options" panel in the left sidebar, you can select the columns that are to be displayed. By default, all checkboxes are checked and, therefore, all columns are displayed. Most of these columns are self-explanatory. However, it is worth noting that the "Active" column is directly related to the "Active Status:" control and indicates that the program is currently active in DAMIR – that is, it has an active community of interest in DAMIR even though it may be an inactive program. "Status", on the other hand, indicates actual program active status. Also, "Organization" indicates the current OIPT Lead Organization. If the controls indicate that more columns are selected than are visible, or portions of a column are not shown, scroll down the page to locate the horizontal scrollbar below the program list table. This scrollbar will give you access to column information that was not previously visible.

If the program list is lengthy, the entire list may not be visible immediately. The program list table uses DAMIR preferences for page sizing to determine how many programs to display at one time. The default for page sizing is 10 rows. (This is configurable through the [Update My Information](#) link in the "Administration" group on the DAMIR portal.) At any time you can page through the data using the numeric and iconic paging controls in the table footer. You also can change the page sizing using the page size control in the table footer. Be aware that changes to the page sizing are only in effect while the page is displayed. Leaving the program list and returning will reset the page size to the original setting.

To organize the information in the program list, you may sort columns using the table headers. To sort a single column, click on the text of that column's header. The table will refresh and display the program list ordered by the data in that column. The column will show an upward-pointing triangle, indicating that an ascending sort on that column is active. Clicking the column header a second time will reverse the sort order and the triangle icon. A third click will clear the sort. Sort multiple columns by first establishing the sort in the primary sort column, then sorting on successive columns in turn.

### **MANAGING AN MQR SUBMISSION**

Now that you have identified the program you are interested in creating or editing, DAMIR allows you to perform general management of the MQR. You will be asked to either initialize a new MQR submission or manage the existing one. Managing the MQR is as simple as continuing to edit it or choosing to delete it.

#### **Creating an MQR**

If the MQR has not already been created, you will need to initialize it before you can begin entering data. DAMIR will determine automatically if you need to initialize and will present you with the appropriate screen. The initialization screen provides you with the information about a previous submission that can be used for initialization, if one is available. DAMIR will automatically provide the appropriate date for your MQR, according to the group to which your program has been assigned. Note that this date can be

changed if you have been asked to report an MQR in a different month (see Editing an MQR). You will also be permitted to select the source from which the MQR is initialized. As a general rule, during the months following a MAR, you should initialize from that finalized MAR. Otherwise, you should initialize from the previous MQR. If neither exists, your MQR will initialize from a MAR OE, if one exists, or as a blank, unbaselined MQR.

Clicking on the **Continue...** button will proceed with the initialization process and allow you to reach the data entry screens. Clicking on the **Cancel** button will return you to the MQR Program Selection list. When initialized from a source of data (MAR, MQR, or MAR OE), each section is automatically populated using data from that submission. Otherwise, your MQR will be initialized without any data. In any case, please review all data sections to assure that they are all complete and that this MQR contains the most up-to-date information. The MQR should reflect a true current estimate of your program's status.

If you do not have the appropriate privileges to create an MQR, an error screen will be presented. If you feel that you have received this error message incorrectly, please contact the DAMIR Hotline (see Other References).

### Editing an MQR

If an MQR has already been created and has yet to be finalized, you will be given the option to “Continue working on this MQR”, “Delete this MQR”, or “Change the date on this MQR to”. By default, the radio button next to the option to “Continue working on this MQR” should be selected. To edit the MQR, confirm the radio button is selected and then click the **Continue...** button. DAMIR will then proceed to take you to the data entry screens. If you do not wish to edit the MQR, click on the **Cancel** button to return to the MQR Program Selection list.

In rare instances, you may need to change the date on your MQR to align with a new reporting group. MQR reporting is performed quarterly, but only one-third of all MAIS

programs submit an MQR each month. MAIS programs are assigned to one of three (A, B, C) groups, known as the DAES Groups (because they also support the Defense Acquisition Executive Summary (DAES) report). If you are notified that your program is changing DAES groups after you have initialized your MQR, you can use the "Change the date of this MQR to:" list to select a new date. However, your program must be reassigned to the new group in DAMIR before this list will be populated correctly. If you have questions about how to proceed, or the list is not showing the date you should be reporting, please contact the DAMIR Hotline (see Other References).

### Deleting an MQR

To delete the MQR, you must proceed from the DAMIR Portal page, through the [Create or Edit an MQR](#) hyperlink and select the appropriate program in the MQR Program List view. You will then be given the option to "Continue working on this MQR" or "Delete this MQR". By default, the radio button next to the option to "Continue working on this MQR" should be selected. To delete the submission, click the radio button next to the option to "Delete this MQR" and then click on the **Continue...** button. DAMIR will present you with a prompt to warn you that you are about to delete an MQR. Click the **OK** button to continue deleting the report. To abort the deletion, click the **Cancel** button.

Only users who have the privileges to release the MQR (at the highest step it has reached in the release process) will be permitted to delete it. For this reason it is strongly recommended that each Component limit the number of Releasers at each level. This information is presented in the Release Process Workflow on the Submission Status screen (see the Submission Status section below).

After you have successfully deleted the submission, DAMIR will provide you with the MQR Initialization screen so that you can create a new MQR for this program, if you wish. To continue, either follow the instructions above for Creating an MQR or click on one of the hyperlinks in the "breadcrumbs" area of the header.

### Change the date of an MQR

In a few cases, you may need to change the date associated with the MQR. To change the date you must proceed from the DAMIR Portal page, through the [Create/Edit](#) hyperlink for the MQR and select the appropriate program in the MQR Program List view. You will then be given the option screen. By default, the radio button next to the option to "Continue working on this MQR" should be selected. To change the date on the submission, click the radio button next to the option to "Change the date of this MQR to", select a new date from the drop-down menu to the right of this option, and then click on the **Continue...** button. DAMIR will then take you to the Data Entry screens. The dates provided in this drop-down menu are dependent upon the DAES Group to which the program has been assigned. If you believe that these selections are not correct, please contact the DAMIR Hotline (see Other References).

## Entering MQR Data

Having selected the [Create/Edit](#) hyperlink for the MAR Acquisition Report from the DAMIR Portal and either initialized a new MQR or selected to edit an existing one, you are now in the data entry area for that MQR. All the data associated with the MQR submission is available to view, and appropriate programmatic and current estimate information is available for updating. You will also have features available to check the status of the submission, assess the validity of the data, and follow along with any discussion about the MQR.

The data entry screens for MQR data all have a similar structure. The left sidebar is used for general navigation among the different features and data sections. When a feature or data section is selected, the main area of the screen changes to reflect that selection. Almost all the data entry areas are available directly through the selections visible in the left sidebar when you first enter the MQR data entry area. The Cost & Funding section is the notable exception. The unique navigation tools in the Cost & Funding area will be described in detail below.

Should you need to leave the MQR data entry area, there are two routes you can take. Below the header of the webpage and to the left is a navigation area that shows the path taken from the DAMIR Portal to the current level of data entry. You may choose to jump out of the edit controls at any time by clicking on one of these “bread crumbs” to go back to a point in the MQR data entry selection and edit process. However, if what you want to do is to view the submission as a reviewer would see it, without the edit controls, there is a hyperlink that will allow you to [View this Submission](#) in the Program View area. After you click the link, DAMIR will provide you with the Program View of the MQR which you are editing.

### **BASELINED V. UNBASELINED**

Before you are able to enter your data appropriately, it is important to note whether your program has an approved APB and an associated MAR OE. Programs without an approved APB (unbaselined programs) have different data entry requirements in the Cost/Funding, Schedule, and Performance sections. The differences are noted in each section below. If your program has an approved APB, it will be identified in the References section.

Please note that your program must also have an approved MAR OE that has been finalized before your MQR can be initialized as a baselined MQR. Without the MAR OE, your MQR will be created as if it is for an unbaselined program. If you know that your program has an approved APB, but appears to be unbaselined in the MQR, please check to see if your program has an approved MAR OE before proceeding. If you believe that you should be creating a baselined MQR, but DAMIR does not recognize either your APB or your MAR OE, please contact the DAMIR Hotline for support (see Other References).

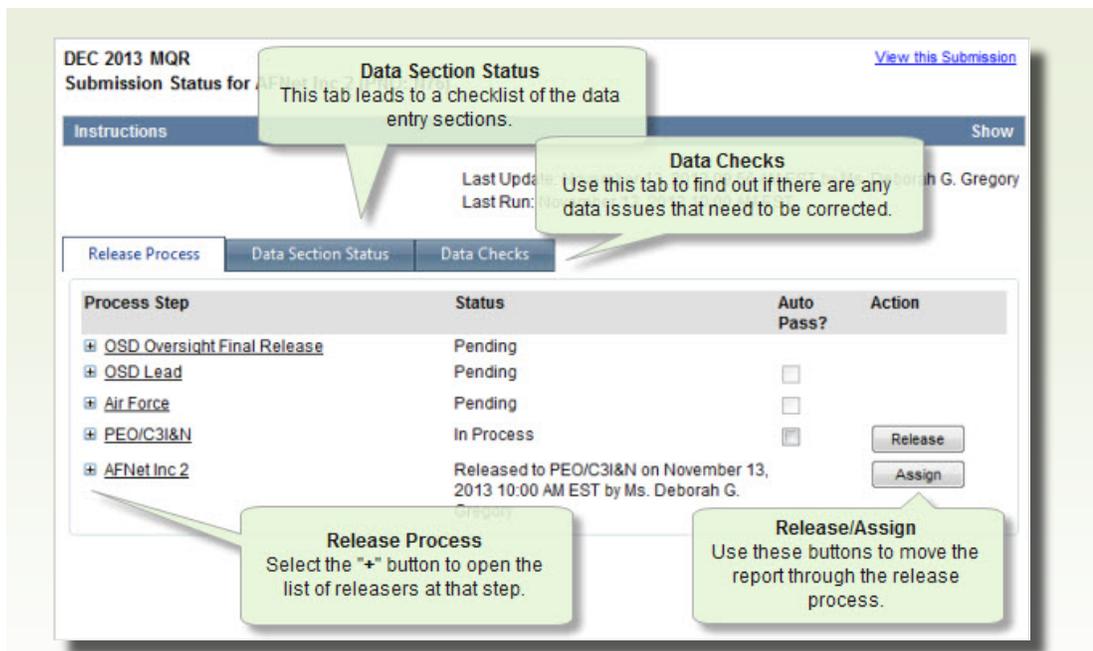
### **SUMMARY FEATURES**

The “Summary” group on the left sidebar provides access to features that support general management of your MQR.

#### **Submission Status**

An important part of the MQR submission process is recognizing the current submission status, identifying possible problems with the submission, and understanding how to move the submission forward in the release process or returning it back to a previous point for rework. The Submission Status screen provides these controls. By default, the Submission Status screen is displayed when you first enter the MQR data entry area. It is also available through the [Submission Status](#) link in the “Summary” area of the left sidebar.

The Submission Status screen, regardless of the controls presented, will display information about when data was “Last Updated” and which user performed that update. It also contains information about when Data Checks were last run. When the “Last Run Data Checks” indicates “Not Set”, then data checks have not been run. Before releasing your submission, it is recommended that you run data checks, review the results, and then make any necessary updates.



**Release Process**

The default presentation of the Submission Status screen shows the “Release Process” tab which contains the Release Process Workflow table and controls. This feature can also be reached by clicking the “Release Process” tab when another feature is displayed on this screen. The Workflow table contains a header and one row for every step in the release process for your MQR. The first column presents the organization responsible for the process step. The organization title and the (+) button next to it are both controls that allow you to view the personnel who have release privileges at that step in the release process. Click on either to open up an area beneath that row that details the contact information for releasers at that step. The next column indicates the status of the MQR with respect to that step in the release process. The MQR is currently under review at the step that indicates “In Process”. Any step that indicates “Pending” cannot yet see the MQR. If the status indicates “Released...” or “Assigned...”, then users at that level can view the MQR in the Program View, but cannot edit or control the MQR. The “Assigned...” status is only indicated at the step above the “In Process” step where the assignment was made. Both the “Released...” and “Assigned...” messages indicate the step to which the data was moved.

The last two columns in the Release Process Workflow table contain the controls that allow Releasers to move the MQR forward or back in the process. The most obvious controls are buttons labeled **Release**, **Assign**, and **Finalize**. These buttons will be enabled only when you have privileges to use them. A **Release** button at a particular step in the release process indicates that the MQR can be released from that step to the next. At the final level, though, the button is not marked **Release**, but **Finalize**. This is to remind you that this is the final release and no further edits are possible. If you want to release (or finalize) the MQR, click the appropriate button. You will be prompted to confirm if you want to continue with the release. Click the **OK** button to continue with the release or the **Cancel** button to prevent the release. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the release.

After the MQR has been released from one step to the next, the lower step(s) will have a new button marked **Assign**. You may assign the MQR back down to any previous step in the release process. To reassign the MQR, carefully note the step in the process to which

you want to send the MQR and click the **Assign** button at that level. You will be prompted to confirm if you want to continue with the assignment. Click the **OK** button to continue or the **Cancel** button to prevent the assignment. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the assignment.

One other feature of the Release Process Workflow table is the Auto Pass feature. This feature is only available if you are a Releaser. It allows you to choose to have successive releases bypass your manual control and automatically releases the MQR from your step in the process. This feature is usually used late in the release process. Sometimes a report is sent back from the highest levels to the Program Office for minor tweaks to wording, etc. If you are aware of the changes, have already approved the submission for release, and don't want to hinder the next release, you can click on the checkbox in the "Auto Pass?" column at your step in the release process. A checkmark indicates that your step will be automated. From that point on, the MQR will pass through your level without requiring you to manually release it. You can turn this feature off again at any time by clicking the box to uncheck it.

**Data Section Status**

Section	Date Updated	Updated By	Completed?
Nomenclature/Component			<input type="checkbox"/>
Responsible Office	11/13/2013	Ms. Deborah G. Gregory	<input checked="" type="checkbox"/>

Clicking on the "Data Section Status" tab on the Submission Status screen presents the Data Section Status controls. These controls act like a checklist, allowing you to manually indicate when you have completed a data section for the MAR. There is an item on this checklist for each editable data section in the report. Each line in this checklist presents the title of the data section, the date it was marked completed, the user that marked it completed, and a checkbox control. When you click the checkbox, it is marked with a checkmark, the screen refreshes, and the item is marked with your name and the date and time you checked the box. If you find that you need to rework a section, you can check the box again and these indications are removed.

This section is not required in order to complete your MAR. It has been provided as an aid to the program office. It should be noted that all users who are able to edit the report during the review process have access to this checklist.

**Data Checks**

Clicking the "Data Checks" tab on the Submission Status screen presents the Data Checks display and controls. These features allow you to see any potential problems with the data in your MQR. Data Checks are automatically run whenever the submission is released to the next level. It is recommended, however, that you run them manually so that you can be aware of any data anomalies that you may be able to correct prior to releasing the submission. In fact, you should not only review these data checks, but comment on any warning or critical results using the Discussion Comments section. This way, reviewers will better understand the true status of your program and why the data checks are presented. If you have any questions about the data checks, please contact the DAMIR hotline (see Other References).

Just above the Data Checks table is a button that forces an update of the Data Checks – **Run Data Checks**. To the far right of this button and above the tabset is an indication of

**DEC 2013 MQR**  
**Submission Status for** [View this Submission](#)

**Last Run Data Checks**  
 The date and time data checks were last run. Compare to the Last Updated date and time to see if they are up-to-date.

Instructions Show

Last Update: November 13, 2013 11:01 AM EST by Ms. Deborah G. Gregory  
 Last Run Data Checks: November 13, 2013 11:01 AM EST

Release Process | Data Section Status | **Data Checks**

Run Data Checks

**Data Checks Results**  
 Information, Warnings, and Critical data issues that need to be corrected will be listed here.

Type	Level	Section	Description
		Schedule	A 5-Year Clock Start Date was not provided. Has a Start Date (MS A or Preferred Alternative decision) occurred for AFNet Inc 2?
		Performance	AFNet Inc 2 is not reporting any characteristics.

when any data in the submission was last updated and when the Data Checks were last run. These timestamps should help you to see how current the data check results are.

Below these features, the Data Checks table lists the relevant data validation issues. The “Type” column provides an indication as to whether the Data Check is indicating a problem related to Program Health (heart icon), an informational warning (blue circle with an “i”), or Data Quality (magenta block with “Q”). The “Level” column presents an icon that indicates the severity of the issue. A red “X” indicates a critical error that must be corrected before the MQR can be finalized. While the MQR can still be released to the next level, it is highly recommended that all critical data checks be resolved as soon as possible. A yellow caution symbol (with “!”) indicates a warning and a green checkmark indicates an informational warning. These issues will not prevent finalizing the MQR, however, it is recommended that the issue be examined and corrections made, if necessary, before releasing to the next level. Along with the Data Check level, the section of data and a description of the validation issue are provided. Every attempt has been made to provide as much information as possible so that you can resolve these data check issues easily. Please contact the DAMIR hotline (see Other References) if you have questions about these data checks or problems resolving them in your MQR.

Type			Level		
Icon	Meaning	Description	Icon	Meaning	Description
	Data Quality	An issue with the data has been noted that should be reviewed.		Critical	The noted issue is of great significance. If this is a data quality issue, it will prevent the submission from being Finalized or Approved.
	Program Health	The data indicates that there may be an issue with the program that should be reviewed.		Warning	The noted issue is of concern and should be addressed. However, the submission will not be rejected

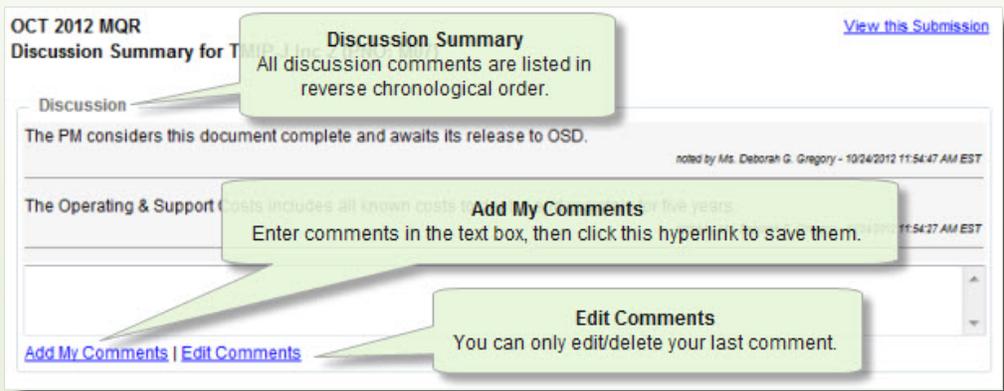
Type			Level		
Icon	Meaning	Description	Icon	Meaning	Description
	Informational	There has been a change in the data. While this may be a natural event for the program, it is noted for your information.		Informational Warning	because of it.  The noted issue is not a concern and is noted for information only.

### Discussion Summary

Very often users at different points in the release process need to communicate with one another about a specific section or the submission as a whole. To facilitate this conversation, DAMIR provides the Discussion Summary screen. This screen is accessible through the [Discussion Summary](#) link in the “Summary” group on the left sidebar of the MQR data entry area. The Discussion Summary will list all comments made against the MQR in general, as well as comments made against specific sections of the MQR. These comments are listed in reverse chronological order – the most recent comments at the top. Comments related to a specific section will be marked to identify the section to which the comment refers. Each comment will list the name of the person that made the comment and the date and time the comment was added or updated.

You can make a comment by using controls at the bottom of this screen. Any comments made here will not be marked for a specific section and so should be general comments about the MQR as a whole or its status. To make a comment, enter the text of your comment in the text box and then click on the [Add My Comments](#) hyperlink below the text box. After the screen refreshes, your comment will be listed at the top of the Discussion area. You may edit the last comment you made by clicking on the [Edit Comments](#) hyperlink at the bottom of the screen. After the screen refreshes, the list of comments are no longer presented, however the last comment you made is presented in the text box. You may then edit the comment. Click the [Save](#) hyperlink beneath the edit box to save the changes to your comment. If you would rather cancel the changes, click the [Back to All Comments](#) hyperlink. Once a comment is made, it cannot be deleted. If someone else makes a comment after yours, your comment can no longer be edited.

If you prefer to make a comment related to a specific section, similar controls are



available in each section. Click on the link for the data section about which you would like to comment and then use the controls at the bottom of that display in the same manner described above. Return to the Discussion Summary using the link in the left sidebar to view your section related comments with all others.

All comments are visible throughout the review process to any user with access to the MQR in either Program View or the data collection area. However, once the MQR is fully released, the comments are no longer available anywhere in DAMIR.

### PROGRAM INFORMATION

The Program Information data entry sections provide the displays and controls related to the more general program information. These sections have been grouped to facilitate their review, and to separate them from the sections that require more constant attention during the data entry and review processes.

#### Nomenclature/Component

OCT 2012 MQR [View this Submission](#)

**Nomenclature/Component for DAI Inc 1 (PN)**

Instructions Show

Program Name Defense Agency Initiative Increment 1 (DAI Inc 1)

DoD Component DoD

Memo

The Service responsible for the program

The acquiring DoD Component is the Defense Logistics Agency (DLA).

Memo  
For DoD programs, enter the Agency responsible for the program.

Design HTML Preview

Save Cancel

Last Updated: May 28, 2013 02:06 PM EDT by Mr. Arthur I. Cohen

The Nomenclature/Component section is used to properly identify the program and the Component(s) under which the program is being developed. Some programs are developed using joint participation by several Components. If this is the case, the Nomenclature/Component section will provide the capability of identifying the Joint Participants, as well.

Agencies should select the “DoD” and then identify their Component name in the Memo field. For example, if the acquiring component is the Defense Logistics Agency, “DoD” would be selected in the “DoD Component” drop-down list and then “The acquiring DoD Component is the Defense Logistics Agency (DLA)” would be entered into the Memo field.

Note that the program designation provided in the “Program Name” field is a combination of the full name (or official designation) and either the name commonly used to identify the program or the appropriate acronym for the program. These names and the format for their display have been standardized. Changes to these names may only be made by the Official MAIS List gatekeeper.

If you have initialized from either a MAR or an MQR, all fields on this screen should automatically be filled with data from that report. Please review these values for correctness. Requests for changes to your program name information should be made through your Component Headquarters Chapter 144A Point of Contact.

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

### Responsible Office

Your Program Manager's contact information is important to the visibility and accessibility of your program for oversight. The Responsible Office section should be completed to provide as much information as is possible.

If you have initialized from either a MAR or an MQR, all fields on this screen should automatically be filled with data from that report. Please review these values.

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

The screenshot shows the 'Responsible Office' form for 'DEC 2012 MQR' and 'Responsible Office for TMIP-J Inc 2 (PNO: M07)'. The form includes a 'PM Contact Information' section with fields for Prefix (Ms), First Name (Denise), Last Name (Brodden), Suffix, Email (Denise.Brodden@test.mil), and Phone (703-999-1234). A callout box titled 'PM Contact Information' points to these fields with the text: 'Provide as much detail as possible for the Program Manager.' Below this is the 'Date Assigned' field (7/28/2011) with a callout box titled 'Date Assigned' stating: 'Include the date the PM was assigned to the program in MM/DD/YYYY format'. The address section includes Street (12321 Testing Dr, Suite 500), City (Hometown), State (VA), and Zip Code (20101-4101). At the bottom, there is a 'Memo' area with a rich text editor toolbar, 'Save' and 'Cancel' buttons, and an 'Import' button. A callout box titled 'Import' points to the 'Import' button with the text: 'Import data for the Responsible Office from another report for this program in DAMIR (Draft or Finalized). This will override anything you've previously entered in Responsible Office'. The 'Import' button is accompanied by a dropdown menu labeled '-- Select a Source --' and a 'Last Updated: Oct 11 11:11 AM' timestamp.

### References

**DEC 2013 MQR**  
References for BITI Wired (PNO: N78) [View this Submission](#)

Instructions		Show
<b>MAR Original Estimate</b> Reason for MAR OE	November 13, 2013 Following the Full Deployment Decision on May 23, 2013, the Original Estimate is updated to establish the Full Deployment date as July 2014.	
<b>Approved Acquisition Program Baseline</b>	Air Force Acquisition Executive (AFAE) Approved Acquisition Program Baseline (APB) dated November 14, 2010	

Information regarding data that may be included in your MQR from other sources, specifically your APB and MAR OE, is essential to properly understanding your MQR. Those sources were automatically identified when your MQR was initialized and will be updated if either is updated and finalized before the MQR is finalized. Therefore, this section is automatically populated with the reference information for those sources. Note that as of December 2013, you should have provided a reason for the MAR OE. That reason will be presented here, as well. If your program has no approved APB, a statement is provided indicating that the program is unbaselined.

### Program Picture

**OCT 2012 MQR**  
Program Picture for TMIP-J Inc 2 (PNO: M07) [View this Submission](#)

**Default Picture**  
The Program Picture defaults to the seal for the Service that has responsibility for the program.

**Browse**  
Browse for a Program Picture in your files. Although it's visible, it hasn't been saved with your report until you click on the **Save** button.

**Import**  
You may be able to import the picture from other DAMIR data sources.

Instructions Show

Save Cancel  Last Updated: October 2013

-- Select a Source --

A picture that properly identifies your program makes it easier for DAMIR users to navigate to your program and will properly identify your report when it is produced. By default, your program will use the seal of the lead Component identified in the Nomenclature/Component section. However, it is recommended that you use a picture or graphic that represents your program. Although some programs have added text to the picture they submit, this can be a problem since the picture cannot be updated after release and the text may no longer be representative. Please use discretion in choosing the image that represents your program. To upload an image to DAMIR, the picture or graphic must be available as a file on the computer you use to upload it into DAMIR. File format is limited to JPG (JPEG), GIF, or PNG. While not strict, the file size of the image should be limited to reflect the image's use as an approximately 2" x 3" printed image (100 Kb). Use the **Browse...** button to locate the file and update the image on the page. This image will not be included in your MQR until you click the **Save** button.

Use the **Save** button to save the image to the database. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted an image since your previous MQR through another vehicle and that image is present in the DAMIR system, it may be possible to import it using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, select that item and then click the **Import** button. The screen will refresh and display the image associated with that submission. You may then save the image to the database using the **Save** button. If you choose not to use this image, click the **Cancel** button to restore the last saved version of the section.

## DATA SECTIONS

The “Data Sections” group on the left sidebar provides the hyperlinks to access the data entry sections for the portions of the MQR that will change from year to year. Some of these sections will require extensive updates to provide appropriate Current Estimate information.

### Program Status

The Program Status provides specific statements that identify and discuss your program status.

#### Unbaselined Programs

For unbaselined programs, there is a group of controls to help you with standardized statements related to your program status. This group allows you to select a statement to insert into your MQR, automating the standard statements that are available to you. Click the appropriate radio button and then click on the **Insert One Statement** button. The appropriate statement will be inserted below the existing memo text.

**JUL 2013 MQR** [View this Submission](#)  
**Program Status for EHR (PNO: N74)**

**Instructions** Show

**Unbaselined MQR**  
**Modify statement for accuracy**

No Baseline  
 Critical Change  
 Other

**Insert One Statement**

**Standard Statement**  
Use the button to add the selected standardized statement to the memo field.

**Memo**  
Additional information can be provided in concise paragraphs following the standard statement.

**No Baseline:** This automated information system investment has not yet been baselined. The information provided herein is appropriate to the current status of the program. No Original Estimate baseline is being established by this report.

**Critical Change:** The program failed to act on the Milestone A Decision within five-years after the Milestone A decision or selection of the preferred Alternative according to 10 U.S.C. Chapter 144A.

**Save/Cancel**  
Don't forget to save or return to the previous saved values using these controls.

**Import**  
Use import to replace the memo with information from another DAMIR data source.

**Save** **Cancel** **Import**

-- Select a Source --

Last Updated: May 23, 2013 02:14 PM by Ms. Deborah G. Gregory

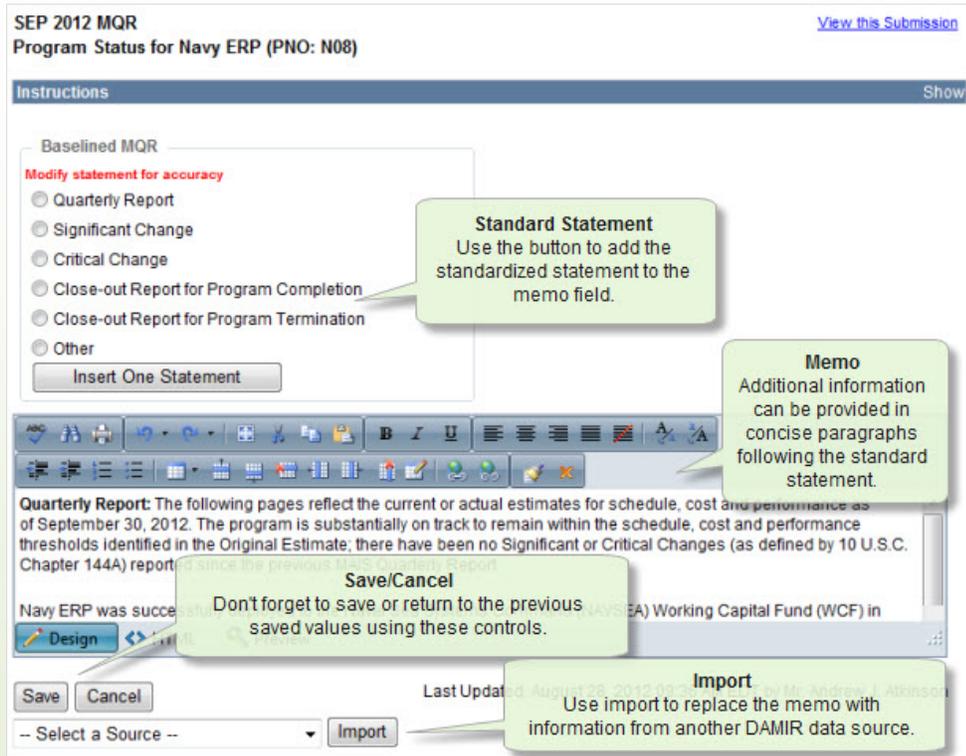
The selections and the associated text include:

Selection	Standard Statements
<b>Quarterly Report:</b>	The program is substantially on track to remain within the schedule, cost and performance thresholds identified in the Original Estimate; there have been no Significant or Critical Changes (as defined by 10 U.S.C. Chapter 144A) reported since the previous MAIS Quarterly Report.
<b>Critical Change:</b>	Critical Change: The program failed to achieve a Full Deployment Decision within five-years after the Milestone A decision or selection of the preferred alternative, therefore experiencing a Critical Change according to 10 U.S.C. Chapter 144A.
<b>Other:</b>	[Use this statement to address the variety of situations not covered in one of the MQR standard statements, for example: "A Program Evaluation has been conducted and the results delivered to Congress as a Critical Change Report on [date]."

**Baselined Programs**

For baselined programs, there is a group of controls to help you with standardized statements related to your program status. This group allows you to select one statement that best describes this MQR. Click the appropriate radio button and then click on the **Insert One Statement** button. The appropriate statement will be inserted below the existing memo text.

Note that comments added using these controls will contain items that must be tailored to your program and sometimes contain instructions. Look for brackets (“[“ and “]”) and placeholders for date fields (“MMM DD, YYYY”), program references (“Program XYZ”), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MQR. Very often, this data will include your program name or designation, relevant



dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders. Any additional status information should be entered as a separate concise paragraph or paragraphs below the standard statement.

The selections and the associated text include:

Selection	Standard Statements
<b>Quarterly Report:</b>	The program is substantially on track to remain within the schedule, cost and performance thresholds identified in the Original Estimate; there have been no Significant or Critical Changes (as defined by 10 U.S.C. Chapter 144A) reported since the previous MAIS Quarterly Report.
<b>Significant Change:</b>	Per 10 U.S.C. Chapter 144A, the Program Manager estimates there is a Significant Change affecting the program's [schedule, cost, performance (include all that apply)]. If the Senior Official agrees and determines that a Significant Change has occurred, a Notification must be sent to the congressional defense committees within 45 days of the due date of this report. A draft Determination and Notification is being forwarded for Senior Official signature.
<b>Critical Change:</b>	Per 10 U.S.C. Chapter 144A, the Program Manager estimates there is a Critical Change affecting the program's [schedule, cost, performance (include all that apply)].
—or—	The program failed to achieve a Full Deployment Decision within five-years after the Milestone A decision or selection of the preferred alternative, therefore experiencing a Critical Change according to 10 U.S.C. Chapter 144A.
	If the Senior Official agrees and determines that a Critical Change has occurred, a Program Evaluation must be completed and a Report (with certifications) sent to the congressional defense committees within 60 days of the due date of this report to avoid prohibition on obligation of funds for any major contract under the program. A draft Determination and Tasking to carry out this process is being forwarded for Senior Official signature.
<b>Close-out Report for Program Completion:</b>	As of [insert month and year] Program XYZ Increment N achieved Full Deployment and is now in the sustainment phase of its life cycle. Therefore, this will be the last Program XYZ Increment N MAIS Quarterly Report submitted under the provisions of 10 U.S.C. Chapter 144A. A close-out MAIS Annual Report will be submitted to the congressional defense committees to inform them of this status.
<b>Close-out Report for Program Termination:</b>	As of [insert month and year] Program XYZ Increment N was terminated by [insert Component]. Therefore, this will be the last Program XYZ Increment N MAIS Quarterly Report submitted under the provisions of 10 U.S.C. Chapter 144A. A close-out MAIS Annual Report will be submitted to the congressional defense committees to inform them of this status.
<b>Other:</b>	[Use this statement to address the variety of situations not covered in one of the MQR standard statements. For example: "The program previously reported a Significant [or Critical] Change in the [month year] MAIS Quarterly Report (MQR); there has been no new Significant or Critical Change (as defined by 10 U.S.C. Chapter 144A) reported since that previous report. A letter notifying Congress of the Significant Change has been delivered on [date]. A Program Evaluation has been conducted and the results delivered to Congress as a Critical Change Report on [date]."]

**All Programs**

If you initialized from either a MAR or an MQR, the memo should automatically be filled with data from that report. Please review the memo for correctness.

Your memo will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.

### Schedule

Your program schedule lists milestone dates associated with your program. This section functions differently depending on whether your program is reporting a MAR OE (see the baselined discussion) or not (see the unbaselined discussion).

#### Unbaselined Programs

**DEC 2012 MQR**  
Schedule for NGEN Inc 1 (PNO: N61) [View this Submission](#)

**Instructions**

Start Date

Five Year Clock Start Date (MMM YYYY)

Bid Protest Extension (# Months)

**Memo/Notes**

In the NGEN Acquisition Decision Memorandum dated August 10, 2009, the Milestone Decision Authority concurred with the preferred Analysis of Alternatives alternative supporting a sequential approach thus starting the 5-year development clock.

**Memo/Notes**

Identify the document that started the Five Year Clock. If available, Milestones A, B, C, FDD, and FD should be summarized here.

**Import Controls**

Use these controls to select a source and Import the data. Only the memo contents will import.

Save Cancel

-- Select a Source -- Import

For unbaselined programs the memo is normally left blank. If you choose to enter milestones, the information should be extracted from an authoritative document such as an IT-1 Exhibit, Select Capital Investment Report (SCIR), or R-Doc using the memo field on this screen. All dates should be entered in month and year format (MMM YYYY).

Although not shown on the screen, the following statement will automatically precede any Schedule information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.

#### Baselined Programs

The schedule milestones identified in your MAR OE will automatically be loaded into the Schedule section. Besides the description of the milestone, the Category from the MAR OE and the Current Estimate will be displayed in the list. Only the schedule milestones identified in your MAR OE should be identified here.

DEC 2012 MAR  
Schedule for KMI Inc 2 (PNO: N26) [View this Submission](#)

**Instructions** Show

**Schedule Milestones**  
Milestones are initialized from your MAR OE. You cannot add to them or change the description. To enter your current estimate or actuals, click the pencil icon. The edit area allows you to set the current estimate and a footnote, if desired.

	KMI Inc 2 Schedule Milestones	(Actual)	Foot Note Num
	Funds First Obligated	Funds First Obligated	JUL 2007
	Milestone A/B	MS A	APR 2007
	Milestone C	MS C	OCT 2011
	Full Deployment Decision	Full Deployment Decision	DEC 2012
	Full Deployment	Full Deployment	

**Five-Year Clock/Bid Protest Extension**  
The five-year clock start date is only editable in the MAR in which it is defined. After that, the bid protest may be used to extend the clock. A data check will be presented, indicating a Critical Warning if the FDD Date is passed and it exceeds 60 months + the bid protest extension.

Start Date  
Five Year Clock Start Date (MMM YYYY)   
Bid Protest Extension (# Months)

In accordance with 10 U.S.C. chapter 144A, the Full Deployment date is TBD Acquisition Decision Memorandum.

**Memo & Footnotes**  
This area is provided for general comments on the Schedule section or for the text that relates to footnote numbers entered with the milestones above. Footnotes are formatted:  
1/ Text statement.

**Acronyms and Abbreviations**  
Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (;).  
Design  HTML

**Save & Cancel**  
Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

**Import Controls**  
Use these controls to select a source and Import the data. Only the memo contents will import.

Acronyms and Abbreviations

Acronym	Definition
TBD	To Be Determined

Save Cancel Last Updated:   
-- Select a Source --

To edit a milestone, click the pencil icon in the left column of the table and in the row that corresponds to the milestone to be modified. The page will refresh and present an edit area below that row. For reference, this edit area displays the MAR OE objective value, in addition to the other information presented in the list. Enter the current estimate in the appropriate edit control and a footnote number (if desired). Click the **Update** button in the edit area to close it. You can make as many changes as you need in this manner. However, these changes are not saved to the database until the **Save** button at the bottom of the screen is clicked.

Any schedule milestone with a specific Original Estimate date must be given a Current Estimate date. Dates are entered in month and year format (MMM YYYY). "TBD" should be entered wherever "TBD" was provided in the Original Estimate; this is usually limited to Full Deployment (FD) (see below). If a milestone has been deleted (e.g., tailored out by the MDA), "N/A" should be entered and explained in the footnote. The Current Estimate may also reflect the actual date the milestone was completed. For each milestone, it is possible to provide a footnote, although these are generally brought in from the APB and/or Original Estimate.

Note that the FD date should be "TBD" until defined in the Full Deployment Decision (FDD) Acquisition Decision Memorandum (ADM). A statement to that effect is automatically generated in both data entry and the Program View, so there is no need to include such a statement in your memo.

Once an Objective FD date has been established, a new Original Estimate should be created, approved (changing only the FD Objective value from "TBD"), and used as the basis for the MQR in order to include that date in the Original Estimate. This must be completed before initializing your MQR in order for the FD date to become visible in your MQR.

By default, these milestones are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone in a child relationship with the milestone above. The left control moves the milestone out of the child relationship. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

### All Programs

All MAIS programs are subject to the "five-year development clock" which is used to determine if the program is experiencing a "Critical Change". The date for the start of this time period is entered into the "Start Date" panel in month and year (MMM YYYY) format. This date may reflect the date funds were first obligated, contract award, or another milestone in your program. If you are unsure of which date to enter here, contact your MAIS Component focal point. For additional information, reference 10 U.S.C. Chapter 144A.

Since the five-year development clock is subject to the effects of bid protests (as per Section 811 of the FY12 National Defense Authorization Act), the duration of this clock may be longer than the nominal 5 years (60 months). The bid protest extension must be provided in whole months and will be used in calculating whether the program is operating within its appropriate timeframe. This time is protected from edit at many levels of the release process. If you feel you need to include time for a bid protest, first seek approval from your Component Headquarters Chapter 144A Point of Contact and the ODASD (C3&Cyber) Point of Contact, and then contact the DAMIR Hotline (see Other References) to have the value set.

The Memo/Notes field has several uses in the Schedule section. Use this field to identify the document that started the five-year development clock (i.e., Milestone A ADM or MDA approval of the Preferred Alternative). You should also use this field to identify any footnotes referenced in the table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a "/" and a space. The remaining text is the body of the footnote.

A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the milestones and memo. For any acronym or abbreviation used, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order.

To add an acronym or an abbreviation, click the “+” button or the [Add New Acronym](#) link, at the top of the table. The page will refresh and present an edit area below the table header. This area will include an edit box labeled “Acronym:” and another labeled “Definition:”. Enter the short text that is the acronym or abbreviation in the first text box, the explanation (or full text representation) in the second. Click the **Insert** button in this edit area to close it and retain your changes. The screen will refresh and include your entry in the list.

To edit an existing acronym or abbreviation, click the pencil icon in the left column of the table and in the row that corresponds to the data to be modified. The page will refresh and present an edit area below that row. After making the desired changes, click the **Update** button to close the edit area. The screen will refresh and include your entry in the list. You can make as many changes as you need in this manner.

Note that this list is not saved to the database until the **Save** button at the bottom of the page is clicked.

If you have initialized from either a MAR or an MQR, this section should automatically be filled with data from that report. Please review the data in this section for correctness.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MQR through another vehicle, and that data is available in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data related to your MAR OE schedule milestones, which were submitted with that submission. Note that the milestones themselves will not change. The Current Estimate will be updated for the milestones presented. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

### Performance

The Performance section lists the Key Performance Parameters (KPPs) associated with your program. These characteristics should be available in an authoritative source such as a Capability Development Document (CDD). This section functions differently depending on whether your program is reporting against a MAR OE (see the baselined discussion) or not (see the unbaselined discussion).

Unbaselined Programs

The screenshot displays the 'Performance for NGEN Inc 1 (PNO: N61)' section. At the top, there is a 'View this Submission' link. Below it, an 'Instructions' bar contains an 'Add New Characteristic' button and a callout box that reads: 'Add New Characteristics Use these controls to add KPPs from your requirements documentation. Use of acronyms is encouraged. Each acronym should be identified below.' The main area shows a table with columns for 'Characteristic Name', 'Development Threshold', and 'Foot Note Num'. Below the table, it says 'No records to display.' The 'Memo/Notes' section has a rich text editor with a toolbar and a callout box stating: 'Memo & Footnotes This area is provided for general comments on the Performance section or for the text that relates to footnote numbers entered with the KPPs above. Footnotes are formatted: 1/ Text statement.' At the bottom, the 'Acronyms and Abbreviations' section has an 'Add New Acronym' button and a callout box that reads: 'Acronyms and Abbreviations Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (",").'

If you have initialized a blank MQR, there will be no performance characteristics until you add them. The table of performance characteristics will not be displayed and a message will be provided indicating “No data found.” If your program has an approved CDD or equivalent requirements document, you should enter the Objective and Threshold KPP values verbatim. Since there are no APB or Original Estimate performance characteristics, you must enter each KPP Objective and Threshold value that should appear in your MQR. Use the “+” button, or the Add New Characteristic link, at the top of the Performance table to open an edit area. This area will contain edit controls for the Characteristic Name, the Development Objective, the Development Threshold, and Footnote Number(s). Enter the characteristic name, and both a threshold and an objective for the characteristic. If additional information is required, enter a 1- or 2-digit footnote number, referring to that information in the memo below. Click the **Insert** button to save the data to the grid. Repeat this process for every KPP which is required in the MAR. Note that this information is not saved to the database until you click the **Save** button at the bottom of the screen.

It is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone in a child relationship with the milestone above. The left control moves the milestone out of the child relationship. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

If you do not supply any performance characteristics, the following statement will be displayed in Program View: “No Key Performance Parameters have been approved for <program name>.” There is no need to include a statement to this affect in your memo.

Although not shown on the screen, the following statement will automatically precede the Performance information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.

Changes to the characteristics, acronyms and abbreviations, or memo are not saved to the database until the **Save** button is clicked.

**Baselined Programs**

The screenshot shows the 'Performance for KMI Inc 2 (PNO: N26)' interface. It includes a table of performance characteristics, a memo/notes section, an acronyms and abbreviations table, and save/import controls. Callout boxes provide detailed instructions for each section.

**Performance Characteristics**  
 Characteristics are initialized from your MAR OE. You cannot add to the list or change the description. You may rearrange them using the arrow controls. To enter the current estimate or actuals, click the pencil icon. An edit area is provided to allow you to enter the current estimate, a footnote reference, or mark the characteristic if it is experiencing a Critical Change. Don't forget to use the **Save** button below!

Header	Characteristic	Current Estimate	Footnote	Crit Chg?
	Deliver Cryptographic Products: P...			<input type="checkbox"/>
	Connected Networks: Network Ide...			<input type="checkbox"/>
	Connected Networks: KMI-Aware Device Identification	Will meet Threshold		<input type="checkbox"/>
	CI-2 Net Readiness	Will meet Threshold		<input type="checkbox"/>
	Interoperability: Maintain Generated Security Objects	Will meet Threshold		<input type="checkbox"/>
	CI-2 Logistics and Readiness: Operational Availability	Will meet Threshold		<input type="checkbox"/>

**Memo & Footnotes**  
 This area is provided for general comments on the Performance section or for the text that relates to footnote numbers entered with the KPPs above. Footnotes are formatted:  
 1/ Text statement.

**Acronyms and Abbreviations**  
 Use these controls to create the list of acronyms and abbreviations. If the same acronym or abbreviation has multiple meanings, separate them by semi-colons (;).

Acronym	Definition
CI-2	Capability Increment Two
JWICS	Joint Worldwide Intelligence Commun...
KMI	Key Management Infrastructure

**Save & Cancel**  
 Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

**Import Controls**  
 Use these controls to select a source and Import the data. Only the current estimate and memo contents will import.

The performance characteristics identified in your MQR Original Estimate will automatically be loaded into the Performance section. Any performance characteristic which is not identified as a header must be given a Current Estimate value. Characteristic headers are highlighted, have child characteristics indented beneath it, and have no Current Estimate values.

Items which require a Current Estimate can be edited by clicking the pencil icon. An edit area appears below the row. This edit area will contain not only the Characteristic Name, Current Estimate, Footnote Number, and Critical Change items that appear in the grid

row, it also contains the Original Estimate Objective and Threshold values. The OE values appear for reference only and cannot be changed. Once changes are made, they can be saved to the Performance Characteristics list by clicking the **Update** button. Make as many changes as necessary to the table in this manner. Note that these changes are not saved to the database until you click the **Save** button at the bottom of the screen.

The standard for the MQR Performance Current Estimate is to provide one of the following statements. Please use one of these statements unless none truly apply to the performance characteristic. Additional text may be added following these statements if some elaboration is required.

- Will Meet Objective
- Will Meet Threshold
- Met Objective
- Met Threshold

Note that the Current Estimate may reflect the actual value if the characteristic has been demonstrated. "TBD" should be entered wherever "TBD" was provided in the Original Estimate and an actual value is unknown.

For each characteristic, it is possible to identify a footnote, although these are generally brought in from the Original Estimate.

By default, the characteristics are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange the characteristics or group them into logical sections. Each row contains four arrow controls (up, down, left, right). When enabled (blue in color), a control can be clicked to move the milestone. The right control moves the milestone in a child relationship with the milestone above. The left control moves the milestone out of the child relationship. The up and down arrows move the milestone in the requested direction with respect to other items at that level. Note that a milestone which contains children cannot have objective or threshold data associated with it. It is considered a header and is used for organizational purposes only.

### All Programs

If you have initialized from either a MAR or an MQR, this section should automatically be filled with data from that report. Please review the data in this section for correctness.

Use the Memo/Notes field in the Performance section to identify any footnotes referenced in the table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a "/" and a space. The remaining text is the body of the footnote.

A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the characteristics. For any acronym or abbreviation used in a characteristic or in the memo, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order.

To add an acronym or an abbreviation, click the "+" button or the [Add New Acronym](#) link, at the top of the table. The page will refresh and present an edit area below the table header. This area will include an edit box labeled "Acronym:" and another labeled "Definition:". Enter the short text that is the acronym or abbreviation in the first text box,

the explanation (or full text representation) in the second. Click the **Insert** button in this edit area to close it and retain your changes. The screen will refresh and include your entry in the list.

To edit an existing acronym or abbreviation, click the pencil icon in the left column of the table and in the row that corresponds to the data to be modified. The page will refresh and present an edit area below that row. After making the desired changes, click the **Update** button to close the edit area. The screen will refresh and include your entry in the list. You can make as many changes as you need in this manner.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MQR through another vehicle, and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. Note that the characteristics themselves will not be affected by the import. Only the Current Estimate data will be updated. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

### Cost & Funding

The Cost & Funding section provides visibility into either the estimated costs that have been or are expected to be incurred in the life cycle of your program, or the funding that has been allocated to your program from the President's Budget. Which format is used is dependent upon whether the MQR is reporting a MAR OE or not. Refer to the unbaselined discussion if you do not have a MAR OE for reference and the baselined discussion if you do. The link used to access this section will reflect these differences. Baselined programs will see a [Cost & Funding](#) link, while unbaselined programs will see a [Funding](#) link.

Note that where costs have not already been incurred, the cost estimate must reflect Program Manager's estimate as of the current President's Budget (PB), plus fact-of-life changes.

Unbaselined programs will display only total values for each cost category. Baselined programs will provide a more detailed breakout.

#### Unbaselined

If your program is unbaselined, you are required to submit funding information for four funding years: the current FY, the current Budget Year and two years following the Budget Year. For each year, you must provide your total funding in each of the six appropriation categories provided. Note that unless this is your first MQR, data from your previous MQR will be used to initialize the data in this section. Since your previous MQR did not include data for the last year presented in this MQR, you will be required to complete that row. Note that it initializes with 0.0 entered in each appropriation category.

You should check all the values that have been automatically populated to be sure that they are correct for this report.

DEC 2012 MQR [View this Submission](#)  
**Funding for DCGS-N Inc 2 (PNO: 464)**

**Instructions** Show

An Original Estimate for this program has not yet been established in a MAIS Annual Report. The following funding data is extracted from the most current President's Budget documentation.

Fiscal Year	Unbaselined MQR Funding				O&M TY \$M	F&O TY \$M	Total TY \$M
	RDT&E TY \$M	Procurement TY \$M	MILCON TY \$M	Other TY \$M			
2013	60.7	0.0	0.0	0.0	0.0	0.0	0.0
2014	51.7	0.0	0.0	0.0	0.0	0.0	0.0
2015	38.6	0.0	0.0	0.0	0.0	0.0	0.0
2016	7.7	0.0	0.0	0.0	0.0	0.0	0.0

**Funding**  
 Unbaselined programs provide funding information for the current year, budget year, and two outyears. These are total \$M by appropriation category.

**Funding Memo**  
 This rich text memo field is available for any general comments on the program's funding.

**Save & Cancel**  
 Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

Design Last Updated: December 05, 2012 04:42 PM EST by Ms. Heather A. Loretoni

Save Cancel

The following statement will automatically precede the Cost information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate. The following funding data is extracted from the most current President's Budget documentation." Therefore, there is no need to provide a statement to this effect.

If you have no funding to report, please confirm your need to report an MQR with your Component Headquarters Chapter 144A and ODASD (C3&Cyber) Points of Contact.

**Baselined**

If your program is baselined, you must report all the relevant cost associated with each funding source for your program. By default, your Cost & Funding section will be populated with the structure from either your previous MQR or your MAR OE. Although it is not normally required, it is possible to alter that structure if you are now receiving funding from new funding sources or your program has changed its duration. Because of the level of detail required of this data entry, additional controls are required to support the data entry process. Notice that when you click on the Cost & Funding link to enter this section, the left sidebar changes. By default, the first section listed is the one first displayed. At any time you may proceed to other sections by clicking the appropriate link. At any time you may return to the main menu for the MQR edit capabilities using the MQR Edit Main Menu link in the "breadcrumbs" area of the header.

**Manage Funding Sources**

If you have submitted data since your previous MQR through another vehicle, and that data is available in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import Funding** button. The screen will refresh and display the data associated with that submission. All funding associated with that

submission will be loaded into memory. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

To add a new funding source, first select the funding source from the List of Funding Sources and then click the **Add Selected Funding Source** button. Funding sources are listed by component, account number, and description. Care should be taken to ensure that the correct funding source is selected, particularly with Working Capital Funds, as the accounts may differ by only one character in the description of the account.

To delete a funding source, first click the "Mark to Delete" check box, then click the **Delete Marked Funding Source(s)** button. You must click the **Save** button to apply these funding sources to the database.

DAMIR also provides you with the capability to import your Escalation Indices using the controls in the "Import Escalation Indices for all Appropriations" panel. These controls allow you to select the source of the indices using radio button controls. To include the indices in your data, confirm the radio button selection and then click the **Import Indices** button. A message is provided to the right of this button indicating the source used for the indices. You must click the **Save** button to apply these indices to the database.

When indices are imported, the Escalation Indices Source for each appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

The screenshot shows the 'Manage Funding Sources for MPS Inc IV (PNO 1035)' interface. It includes a 'List of Funding Sources' table, an 'Add Selected Funding Source' button, a 'Delete Marked Funding Source(s)' button, and an 'Import Escalation Indices for all Appropriations' section with radio buttons for 'PB 2013 Indices' and 'PB 2012 Indices', and an 'Import Indices' button. At the bottom, there are 'Save' and 'Cancel' buttons, a 'Last Updated' timestamp, and an 'Import Funding' button. Callout boxes provide instructions for each of these elements.

**Add Selected Funding Source**  
Select the appropriation from the dropdown list above and then click the button. The appropriation will be added to the table below.

**Funding Source Information**  
All current funding sources are listed in this table. It was initialized from your last MAR.

Category	Number	Source Name	Component	Mark to Delete
RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	<input type="checkbox"/>
Procurement	3080	Other Procurement, Air Force		<input type="checkbox"/>

**Delete a Funding Source**  
Check the box next to the source you want to remove and then click this button. The appropriation will be removed from the table.

**Import Indices**  
Select the appropriate budget year and then click this button. Indices will be imported for all appropriations in the table.

**Save & Cancel**  
Changes to this page are not saved to the database unless you click the **Save** button. **Cancel** will restore the last saved data.

**Import Controls**  
Use these controls to select a source and Import the data. Data for all appropriations will be imported at once.

DEC 2012 MQR  
RDTE Appropriation Setup for MPS Inc IV (PNO: N35)

Instructions

Funding Source Start and End Year

Submission	Category	Appn	Name	Component	Start Year	End Year
Prior MQR	RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	2007	2016
MQR CE	RDT&E	3600	Research, Development, Test, and Evaluation, Air Force	Air Force	2007	2016

RDT&E Data Entry Options

Year by Year Totals Only

RDT&E Data Entry Options  
The "Year by Year Totals Only" is the only option used for the MQR.

Base Year  
Confirm that the base year is correct.

Funding is in Fiscal Year 2007 Base Year Dollars (BY\$)

Continue...  
Use this button to proceed to data entry for this appropriation.

Note that, at this point in time, no indices can be imported for Working Capital Fund (WCF) accounts. Indices must be entered manually for these accounts. Contact your Component focal point for information regarding the indices to enter if you are reporting WCF.

### Appropriations

To enter detailed Cost data, click the link on the left sidebar representing the appropriation (funding source) you want to update. You will initially be presented with a screen indicating the Funding Setup for the selected appropriation. Please make sure you confirm or correct "Start Year" and "End Year" values as these define the funding profile for the appropriation. Note that you only need to identify years in which data will be entered.

It is not necessary for the entire program life span to be represented for each account. For RDT&E appropriations, you must provide cost and funding as a year-by-year total. Confirm or alter the settings for the appropriation, then click the **Continue...** button to proceed to the data entry screen.

### Year-by-Year Totals

The only data entry requirements in this format are the indices, the cost and funding values for each year in the funding profile, and the Escalation Indices Source.

You are provided the controls to import the escalation indices again should you need to correct or update them. You are also able to edit the individual escalation indices. The edit capability is provided in case the escalation indices are not available to import for your funding source. If the indices are available to import, you should use them without modification. Please contact your Component Headquarters Chapter 144A Point of Contact if you feel such changes are necessary.

Whether the escalation indices are imported here or through the controls on the Manage Funding screen, the Escalation Indices Source for the appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will

DEC 2012 MQR  
 RDT&E 3600 Annual Funding for MPS Inc IV

[View this Submission](#)

**Import Indices**  
 If you haven't already, you can import your indices using these

**View Base Year \$**  
**View Then Year \$**  
 At any time, change the display between Base Year and Then Year \$ values. BY\$ appear in green.

Import Escalation Indices

PB 2013 Indices  PB 2012 Indices

Import PB 2013 Escalation Indices Development, Test, and Evaluation

[View Base Year \\$](#)

Appropriation 3600 - Research, Development, Test, and Evaluation, Air Force

Fiscal Year	2007	2008	2009	2010	2011	Totals
Official PB 2014 Navy Indices	0.970057	0.987752	1.000516	1.015644	1.042257	1.0
Escalation Indices	0.970057	0.987752	1.000516	1.015644	1.042257	1.0
Research, Development, Test, and Evaluation, Navy (TY \$M)	5.2	6.7	20.2	45.3	51.8	599.9
MQR CE Appropriation 1319 (TY \$M) Total						599.9
Prior MQR Appropriation 1319 (TY \$M) Total						599.9
MQR CE RDT&E (TY \$M) Total						599.9
Prior MQR RDT&E (TY \$M) Total						599.9

**RDT&E TY \$M**  
 Cost and Funding data is entered in millions. Each cell must contain a value greater than or equal to 0.0. Scroll to view more years, if it is presented. Data from the prior MQR is provided for reference.

MPS Inc IV RDTE Appropriation 3600 Escalation Indices Source

**Escalation Indices Memo**  
 When indices are imported, this memo is automatically set to the source reference DAMIR uses. If you modify indices, update this source to reflect the source you used.

**Save & Cancel**  
 Changes to this page are not saved to the database unless you click the Save button. Cancel will restore the last saved data.

Last Updated: December 08, 2012 10:55 AM EST by Ms. Deborah G. Gregory

allow you to switch between these views. Click on [View Base Year \\$](#) to view BY\$ values, and [View Then Year \\$](#) to view TY\$ values.

Note that BY\$ values are used for calculating warnings related to Significant and Critical Changes to your program.

**Breakout of Flyaway and Support**

The breakout format used for Procurement is similar to the Year-by-Year Totals format except that it contains a more detailed data entry structure for the cost and funding data. All dollars must be appropriately identified in the flyaway and support categories provided. All dollars must total properly for each reporting year in the funding profile and across the breakout.

Note that after the indices, the first element in the "Recurring Flyaway" breakout is "End Item Related". Data cannot and should not be entered in this line. MAIS programs do not report quantities (end items), so there should be no end item related costs. Make sure this element of the breakout indicates 0.0 for each reporting year and for the total.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will allow you to switch between these views. Click on [View Base Year \\$](#) to view BY\$ values and [View Then Year \\$](#) to view TY\$ values.

As with the Year-by-Year Totals data entry screens, you are provided the controls to import the escalation indices again should you need to correct or update them. You are also

Appropriation 3080 - Other Procurement, Air Force						
Fiscal Year	2009	2010	2011	2012	2013	Totals
Official PB 2013 Air Force Indices	1.0	1.079899	1.10158	1.120067	1.13	
Escalation Indices						
<b>Recurring Flyaway</b>						
End Item Related (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Non End Item Related (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Recurring Flyaway (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
<b>Nonrecurring Flyaway</b>						
Nonrecurring Flyaway (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
Total Flyaway (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
<b>Support</b>						
Initial Spares (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Other Support (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Support (TY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
Total Procurement (TY \$M)	2.0	3.0	1.9	0.5	0.7	10.2
End Item Related Flyaway (BY \$M)	0.0	0.0	0.0	0.0	0.0	0.0
MQR CE Appropriation 3080 (TY \$M) Total						10.2
Prior MQR Appropriation 3080 (TY \$M) Total						10.2
MQR CE Procurement (TY \$M) Total						10.2
Prior MQR Procurement (TY \$M) Total						10.2

**End Item Related**  
This refers to cost and funding that is directly related to building each operational unit. MAIS programs do not count deliverable units (quantities), so these values default to 0.0.

**Recurring and Non-Recurring**  
Identify cost and funding separately for recurring costs and those that do not recur.

**Support**  
Identify support costs in two categories: Initial Spares or Other Support.

able to edit the individual escalation indices. The edit capability is provided in case the escalation indices are not available to import for your funding source. If the indices are available to import, you should use them without modification. Please contact your Component Headquarters Chapter 144A Point of Contact if you feel such changes are necessary.

Whether the escalation indices are imported here or through the controls on the Manage Funding screen, the Escalation Indices Source for the appropriation is automatically set to reference the documented source DAMIR uses. Do not modify this reference unless you manually update one or more indices. Changes to the indices will clear this reference and you must include the source reference for the values you entered.

**Cost Summary**

DEC 2012 MQR [View this Submission](#)

Cost Summary for MPS Inc IV (PNO: N35)

Instructions [Show](#)

Cost Summary - MQR Current Estimate				
Appropriation Category	Prior MQR BY 2010 \$M Total	CE BY 2010 \$M Total	Prior MQR TY \$M Total	CE TY \$M Total
RDT&E	499.5	499.5	599.9	599.9
Procurement	2983.0	2983.0	3537.7	3537.7
Total Program Cost	3482.5	3482.5	4137.6	4137.6

If you'd like to view the Cost data in a summary format, click on the [Cost Summary](#) link in the left sidebar. The Cost Summary shows the total Cost for each appropriation category. If there are multiple appropriations in any category, they are rolled-up to the total

displayed here. Note that this view is for reference only and no data can be modified here.

**Cost Memo**

The screenshot shows the 'DEC 2013 MQR Cost Memo for IEHR Inc 1 (PNO: 465)' interface. It features a 'Instructions' tab and a 'Show' button. The main content area is titled 'IEHR Inc 1 MQR CE Cost Memo' and contains 'Auto-Generated Footnotes' with three numbered points. Below this is a rich text editor for the 'Cost Memo' with a toolbar and a 'Design' button. At the bottom, there are 'Save' and 'Cancel' buttons and a timestamp: 'Last Updated: October 24, 2013 10:48 AM EDT by Mr. Ryan M. Taibl'. Three callout boxes provide additional information: 'Auto-Generated Footnotes' explains their purpose in baselined MQR reports; 'Cost Memo' describes the rich text field for comments; and 'Save & Cancel' clarifies that changes are not saved unless the 'Save' button is clicked.

You may need to make comments that further explain your program Costs. This memo is a rich text data entry field that provides you with the opportunity to discuss anything that needs to be addressed related to costs for the program as a whole.

Annual Funding Detail

DEC 2012 MQR [View this Submission](#)

Annual Funding Detail for MPS Inc IV (PNO: N35) [Show](#)

Instructions

**Annual Funding Detail**

Appropriation 3600 - RTE  
Research, Development, Test, and Evaluation, Air Force

**Appropriate Tables**  
For easy reference and review, detailed cost and funding is provided for each appropriation in an easy-to-read format.

Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	TY \$M	BY 2007 \$M
2007	1.012291	1.012291	--	32.9	32.5
2008	1.032675	1.032675	--	78.5	76.0
2009	1.046348	1.046348	--	74.2	70.9
2010	1.059694	1.059694	--	25.5	24.1
2011	1.080335	1.080335	--	19.8	18.3
2012	1.100945	1.100945	--	6.1	5.5
2013	1.119370	1.119370	--	4.6	4.1
2014	1.138321	1.138321	--	0.3	0.3
2015	1.158811	1.158811	--	--	--
2016	1.179669	1.179669	--	--	--
<b>Totals</b>				<b>241.9</b>	<b>231.7</b>

Appropriation 3080 - Procurement Other Procurement, Air Force - TY \$M												
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	End Item Recurring Flyaway TY \$M	Non End Item Recurring Flyaway TY \$M	Non Recurring Flyaway TY \$M	Total Flyaway TY \$M	Initial Spares TY \$M	Other Support TY \$M	Total Support TY \$M	Total Program TY \$M	
2009	1.045325	1.045325	--	--	--	2.0	2.0	--	--	--	2.0	
2010	1.059655	1.059655	--	--	--	3.0	3.0	--	--	--	3.0	
2011	1.079999	1.079999	--	--	--	1.9	1.9	--	--	--	1.9	
2012	1.101458	1.101458	--	--	--	0.5	0.5	--	--	--	0.5	
2013	1.120067	1.120067	--	--	--	0.7	0.7	--	--	--	0.7	
2014	1.138868	1.138868	--	--	--	0.6	0.6	--	--	--	0.6	
2015	1.159368	1.159368	--	--	--	0.3	0.3	--	--	--	0.3	
2016	1.180236	1.180236	--	--	--	0.3	0.3	--	--	--	0.3	
2017	1.201481	1.201481	--	--	--	0.5	0.5	--	--	--	0.5	
2018	1.223107	1.223107	--	--	--	0.4	0.4	--	--	--	0.4	
<b>Totals</b>						<b>10.2</b>	<b>10.2</b>				<b>10.2</b>	

Appropriation 3080 - Procurement Other Procurement, Air Force - BY 2007 \$M												
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	End Item Recurring Flyaway BY 2007 \$M	Non End Item Recurring Flyaway BY 2007 \$M	Non Recurring Flyaway BY 2007 \$M	Total Flyaway BY 2007 \$M	Initial Spares BY 2007 \$M	Other Support BY 2007 \$M	Total Support BY 2007 \$M	Total Program BY 2007 \$M	
2009	1.045325	1.045325	--	--	--	1.9	1.9	--	--	--	1.9	
2010	1.059655	1.059655	--	--	--	2.8	2.8	--	--	--	2.8	
2011	1.079999	1.079999	--	--	--	1.8	1.8	--	--	--	1.8	
2012	1.101458	1.101458	--	--	--	0.5	0.5	--	--	--	0.5	
2013	1.120067	1.120067	--	--	--	0.6	0.6	--	--	--	0.6	
2014	1.138868	1.138868	--	--	--	0.5	0.5	--	--	--	0.5	
2015	1.159368	1.159368	--	--	--	0.3	0.3	--	--	--	0.3	
2016	1.180236	1.180236	--	--	--	0.3	0.3	--	--	--	0.3	
2017	1.201481	1.201481	--	--	--	0.4	0.4	--	--	--	0.4	
2018	1.223107	1.223107	--	--	--	0.3	0.3	--	--	--	0.3	
<b>Totals</b>						<b>9.4</b>	<b>9.4</b>				<b>9.4</b>	

The Annual Funding Summary Detail page is provided in support of the MQR review process and is only reflected in the Program View given the appropriate privileges. It is also not considered an official part of your MQR. This screen shows the funding stream detail for all Appropriations in your program, in both Base-Year (BY) and Then-Year (TY) dollars (\$M). This report provides you one screen showing all the detail you have supplied for your program cost and funding. Each RDT&E, MILCON, O&M, WCF-C, WCF-O, ORF-C, ORF-O appropriation is displayed in one table showing the fiscal years, escalations indices, BY dollars and TY dollars. Due to the complexity of Procurement appropriations, each Procurement appropriation is displayed in two tables, one for the TY dollars and one for the BY dollars. All Procurement funding element details (e.g., Flyaway & Support) are displayed. Some of this detail may not be displayed anywhere else in DAMIR.

**All Programs**

If you have initialized from either a MAR or an MQR, this section should automatically be filled with data from that report. Please review the data in this section for correctness.

All dollar values must be entered to the nearest tenth, or 100 thousand dollars (\$0.x in millions).

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button. You may want or need to save periodically as you move through more complex Cost and Funding screens.

### Operating & Support Costs

DEC 2012 MQR  
Operating & Support Costs for MPS Inc IV (PNO: N35)

[View this Submission](#)

O&S Cost in BY\$ and TY\$  
O&S Costs are entered in total for both Base Year dollars and Then Year dollars in millions.

**Instructions** Show

**Save & Cancel**  
Changes to this page are not saved to the database unless you click the Save button. Cancel will restore the last saved data.

**Editing MQR O&S Cost Information**

MQR Submission	O&S Cost BY 2007 \$M	O&S Cost TY \$M
Prior MQR O&S Cost	48.3	51.7
Draft MQR O&S Cost	48.3	51.7

Save Cancel

Last Updated: December 14, 2012 03:03 PM EST by Ms. Heather A. Loretoni

Import  
Use this control to select a source and Import the O&S Data.

-- Select a Source --

The Operating & Support (O&S) Costs section is only available to baselined programs. This section provides estimates for the costs associated with actual operation and support of the program over its lifecycle. This information is entered as a total estimate in both Base Year and Then Year dollars. If you submitted a previous MQR, the O&S Costs from that submission are provided for reference.

For guidance in determining what information should be provided in this section, please refer to the policy and guidance resources provided in Other References above.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MQR through another vehicle, and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

# Index

## A

Abbreviations ..... See Acronyms  
 Acronyms ..... See Acronyms and Abbreviations  
 Acronyms and Abbreviations  
     Acronym Rules ..... 5  
     Schedule ..... 24, 28  
 Active ..... See Active Status  
 Active Status  
     Program List ..... 6  
 Add Characteristic  
     Performance ..... 26  
 Add My Comments  
     Discussion Summary ..... 15  
 Add Selected Funding Source ..... 31  
 Assign  
     Submission Status ..... 12

## B

Back to All Comments  
     Discussion Summary ..... 15  
 Baselined  
     Cost ..... 30  
     Performance ..... 27  
     Program Status ..... 19, 20  
     References ..... 18  
     Schedule ..... 22  
 Bread Crumbs ..... 11  
 Browse...  
     Program Picture ..... 18

## C

Cancel  
     Cost & Funding ..... 31  
     Initialization and Source ..... 9  
     Nomenclature/Component ..... 17  
     O&S Cost ..... 37  
     Performance ..... 29  
     Program Picture ..... 19  
     Program Status ..... 22  
     Responsible Office ..... 17  
     Schedule ..... 25  
     Submission Status ..... 12  
 Continue...  
     Funding Setup ..... 32  
     Initialization and Source ..... 9  
 Cost & Funding  
     Annual Funding Detail ..... 36  
 Creating an MQR ..... 8

## D

DAMIR

Account ..... 3  
     Training ..... 3  
 DAMIR Hotline ..... 4  
 Data Section Status ..... 13  
 Data Sections  
     Cost & Funding ..... 29  
     O&S Cost ..... 37  
     Performance ..... 25  
     Program Status ..... 19  
     Schedule ..... 22  
 Delete Marked Funding Source(s) ..... 31  
 Deleting an MQR ..... 10  
 Display Options  
     Program List ..... 6

## E

Edit Comments  
     Discussion Summary ..... 15  
 Editing an MQR ..... 9

## F

Finalize  
     Submission Status ..... 12  
 Five Year Clock ..... 24

## G

Group By  
     Program List ..... 7

## I

Import  
     O&S Cost ..... 37  
     Performance ..... 29  
     Program Picture ..... 19  
     Schedule ..... 25  
 Import Funding ..... 30  
 Import Indices ..... 31  
 Insert One Statement  
     Program Status ..... 19, 20

## M

MQR  
     Baselined ..... 11  
     Data Collection Module Link ..... 6  
     General Description ..... 2  
     Initialization and Source ..... 8  
     Unbaselined ..... 11

<b>O</b>		O&S Cost.....37	
OK		Performance .....27	
Initialization and Source ..... 10		Program Picture.....18	
Submission Status..... 12		Program Status .....22	
<b>P</b>		Responsible Office .....17	
Performance		Schedule .....25	
Acronyms.....5		Schedule	
Program Information		Acronyms .....5	
Nomenclature/Component ..... 16		Status ..... <i>See Active Status</i>	
Program Picture..... 18		Summary	
References..... 18		Discussion Summary .....15	
Responsible Office ..... 17		Submission Status .....11	
Program List		<b>U</b>	
Advanced View ..... 7		Unbaselined	
Basic View..... 7		Performance .....26	
<b>R</b>		References .....18	
Refresh List		Schedule .....22	
Program List..... 7		Users	
Release		Editors.....3	
Submission Status..... 12		Releasers.....3	
Run Data Checks ..... 13		Reviewers .....2	
<b>S</b>		Viewers .....2	
Save		<b>V</b>	
Cost & Funding .....31		View Base Year \$	
Discussion Summary ..... 15		Annual Funding .....33	
Nomenclature/Component ..... 17		View Then Year \$	
		Annual Funding .....33	
		View this Submission.....11	





