



DEPARTMENT OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

October 24, 2001

CHIEF INFORMATION OFFICER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEF OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST & EVALUATION
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Policy and Procedures for the Fast Track Deployment of Information
Technology (IT) Functionality

Given the recent terrorist attacks against the United States, a compelling need has emerged to expedite the deployment of new or planned increments of functionality provided by Information Technology (including national security systems) that will enable improvements to mission capabilities required to support Operation Enduring Freedom. When the CINCs, Military Departments, or Defense Agencies identify potential candidates for expedited deployment, I encourage them to work with the appropriate acquisition executive to fast track the acquisition requirements. To facilitate these efforts, fast track guidance for ACAT 1AM programs is attached.

My point of contact for this effort is Mr. Edward Wingfield at (703) 602-0980 x126, edward.wingfield@osd.mil.

A handwritten signature in black ink that reads "John P. Stenbit".

John P. Stenbit

Attachment
As Stated

cc: CIO Executive Board Members
IT OIPT Members



Guidance on Procedures for Fast Track Deployment of Information Technology Deployment

To expedite the fielding of IT support that will provide measurable improvements in DoD mission performance, the following procedures apply:

- **Endorsement of Mission Need:** The Principal Staff Assistant (PSA), Component Head, and Director, Joint Staff – or their designees—shall review the proposed project for the compelling mission need that would be supported through the accelerated fielding. Their determination that such need exists will be provided to the DOD Chief Information Officer.
- **Assessment of Adequate Information Assurance:** DASD(S&IO) staff shall assess the proposed program to ensure that information assurance is adequate for the mission need.
- **Establishment of a Cost, Schedule and Performance Baseline:** The Program Manager (PM), supported by the appropriate Program Executive Officer (PEO), shall submit a proposed baseline. The baseline should contain not only funding for software applications, but also associated infrastructure and associated personnel costs. The PM, in conjunction with the appropriate Component Budget Official, shall review the proposed baseline to ensure that it is fully funded and executable. Requested changes to budget estimate submissions or other budget documents will be provided to the Under Secretary of Defense (Comptroller). The Director, Program Analysis and Evaluation (D/PA&E), in conjunction with the above officials, will evaluate the baseline funding and any potential shortfalls and will prepare an assessment for consideration by the appropriate resource/budgeting reviews.
- **Assessment of Operational Effectiveness and Suitability:** The Director, Operational Test & Evaluation shall provide an assessment to the DOD CIO of operational suitability and effectiveness and, if required, an assessment of the risk associated with the fielding of functionality that has not satisfied all DoD 5000 requirements.
- **Establishment of Review Procedures:** Upon completion of the above activities or if difficulties are encountered in their completion, staff of the DoD CIO shall call for an Integrating Integrated Product Team (IIPT) to review status. The IIPT membership shall include representatives from the OSD offices with IT oversight responsibility, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)), and the Joint Staff. If issues are resolved at that level, then a paper IT OIPT will be conducted. If issues cannot be resolved by the IIPT, then the IT OIPT will be convened. If resolution still cannot be obtained, then the issue will be elevated to the DoD CIO Executive Board.

To be considered a candidate for expedited fielding, a program must have already been granted program initiation authority. No activity requiring New Start Authority will be considered under these procedures. In addition, the requested fielding activity must comport

with the program's approved acquisition strategy and field functionality that satisfies requirements already validated in appropriate authoritative source documents, such as an Operational Requirements Document.

The above policy and procedures directly apply to Acquisition Category (ACAT) 1AM programs and special interest programs for which the ASD(C3I) exercises Milestone Decision Authority (MDA). The above process can also be applied to ACAT 1AC programs for which MDA has been delegated but for which a comparable process has not been established.