



DEPARTMENT OF DEFENSE

6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

December 1, 2003

CHIEF INFORMATION OFFICER

**MEMORANDUM FOR CHIEF INFORMATION OFFICER, MILITARY DEPARTMENTS
CHIEF INFORMATION OFFICER, JOINT STAFF
CHIEF INFORMATION OFFICER, COMBATANT COMMANDS
CHIEF INFORMATION OFFICER, ASSISTANT SECRETARIES OF
DEFENSE
CHIEF INFORMATION OFFICER, DIRECTOR OF
ADMINISTRATION & MANAGEMENT
CHIEF INFORMATION OFFICER, DEFENSE AGENCIES
CHIEF INFORMATION OFFICER, FIELD AGENCIES**

**SUBJECT: Department of Defense Information Technology (IT) Registry Policy Guidance for
2004**

This policy memorandum supersedes all previous IT Registry guidance provided by this office.

The DoD Information Technology Registry is the repository for accurate and current information about the Department's mission critical (MC) and mission essential (ME) information technology systems and will soon expand to provide information about all DoD information technology systems. The Registry is web based and consists of both unclassified and classified portions. The Registry is located at <https://www.itdb.c3i.osd.mil> and <https://www.itdb.c3is.osd.smil.mil> respectively.

The Office of the Secretary of Defense (OSD) also uses the IT Registry to compile the Federal Information Security Management Act (FISMA) Report, in accordance with Public Law 107-347 E-Government Act of 2002 -Title III. Components shall enter and maintain FISMA data for each DoD IT Registry entry that requires a security certification and accreditation. DoD submits FISMA status reports to OMB and Congress in March and September of each year.

DoD Component Chief Information Officers (CIO) are responsible for maintaining the accuracy of the data for each IT system that operates at the unclassified through secret level. Specifically, the CIOs have four responsibilities:

a. Update and maintain their respective component's input to the Registry on at least a quarterly basis. Updates are due at the conclusion of calendar quarter: ending March 31, June 30, September 30, and December 31.

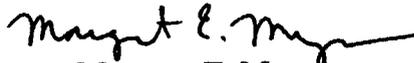
b. Register all new information technology systems (as defined as a MAC I or MAC II system) in the IT Registry. Data shall be entered in all mandatory fields within the IT Registry beginning with "COMPONENT."



c. Certify in writing (either email or memorandum) that all information technology systems (to include mission critical and mission essential financial information technology systems) are properly registered with the IT Registry, and that all required data fields are correct. CIOs shall submit the certification as part of the required FISMA submission to DoD with a copy forwarded to the ASD NII Registrar/point of contact by July 15 of each year.

d. In an effort to meet federally mandated requirements, all CIOs shall add all non mission-critical and non mission-essential information technology systems to the IT Registry at a rate determined by the responsible CIO each year, to ensure that all information technology systems are registered in the DoD IT Registry NLT September 30, 2006.

Additional information on the data structure and composition is available through the ASD (NII) Registrar/point of contact, Mr. Tom Weber, 703-602-0980, Ext 153, tom.weber@osd.mil or tom.weber@osd.smil.mil. For information about the financial management information technology systems requirements, the USD-C POC is Mr. Ken Terne, 703-602-0370 or ken.terne@osd.mil. For issues related to FISMA, please contact Gary Evans, 703-604-1489, Ext. 102 or gary.evans@osd.mil.



Margaret E. Myers
Principal Director
Deputy Assistant Secretary of Defense
(Deputy CIO)

Attachments:

1. Data Field Dictionary
2. CIO Certification Example