



DEPARTMENT OF DEFENSE

6000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-6000

March 17, 2003

CHIEF INFORMATION OFFICER

MEMORANDUM FOR CHIEF INFORMATION OFFICER, MILITARY DEPARTMENTS  
CHIEF INFORMATION OFFICER, JOINT STAFF  
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 Interim Guidance

This policy memorandum updates the ASD(C3I) memorandum, "DoD Information Technology (IT) Registry," February 21, 2001.

The Department currently maintains an Information Technology (IT) Registry to provide an accurate and reliable enterprise-wide systems inventory. The DoD Components system owners have made this possible by diligently registering and keeping current their mission critical and mission essential systems. The purpose of this memorandum is to ask your support in making the IT Registry an even more integral component of the DoD enterprise.

The IT Registry is being expanded to meet new statutory and management reporting requirements. The attached DoD IT Registry Interim Guidance provides mandatory reporting requirements and deadlines, data submission instructions, and points of contact.

Your continued support and cooperation are absolutely essential to the ultimate success of the DoD IT Registry. I encourage DoD Component CIOs to actively participate in the ongoing expansion of the IT Registry to ensure that the data is populated in a timely and accurate manner, and serves the needs of the Department.

My point of contact for this memorandum and the DoD IT Registry is Dr. Asghar Noor at (703) 602-0980 x181 or [asghar.noor@osd.mil](mailto:asghar.noor@osd.mil).

Margaret E. Myers  
Principal Director

Deputy Assistant Secretary of Defense  
(Deputy CIO)

Attachment:  
As stated



## DoD IT Registry Interim Guidance

DoD IT Registry provides accurate and reliable enterprise-wide systems inventory for the Office of the Secretary of Defense (OSD). The registration of IT systems is also an integral part of compliance with the Clinger/Cohen Act, (CCA) of 1996. The information from the Registry is used for compliance reporting to the Congress, the Office of Management and Budget, and other stakeholders. Today, the registry is used to meet the mandated requirements of Sections 811(a) and PL 106-398. It is also used to report compliance of Federal Information Security Management Act (FISMA) - Public Law 107-347 E-Government Act of 2002 – Title III.

**Data Submission Requirements for MC/ME:** The steps to be followed are:

- Continue to update the DoD IT Registry with MC/ME systems on a quarterly basis. The updates are due by March 30, June 30, Sept. 30, and Dec. 30 2003.
- CIOs will certify by letter to the DoD CIO that their MC/ME IT systems have been registered in the IT Registry. This yearly certification letter is due to Asghar Noor, (DCIO) Commercial Policies & Oversight Office by April 30, 2003.
- CIOs will provide a list of system to be deleted from the registry to the DoD IT Registrar. The DoD IT Registrar shall remove the entries from the DoD IT Registry.

**Data Submission Requirements for FISMA:** Populate and/or update the IT Registry with FISMA information on selected systems (MC Command & Control (C2)/C2 Support systems, selected FY01/02 GISRA systems and selected systems that submit Capital Investment Reports) on March 30 and June 30, 2003.

**Data Submission Format for FISMA:** The previously used GISRA fields are to be used to report FISMA (Public Law 107-347 E-Government Act of 2002 – Title III) compliance information. New fields SECURITY\_CONTROL\_TEST and LIFE\_CYCLE\_COSTS are added in the registry to incorporate new requirements.

### **Description of New and Modified Data Fields:**

<b>Field Name</b>	<b>Field Size</b>	<b>Field Description</b>	<b>Acceptable Value</b>	<b>Applicability</b>
MISSION_CRITICAL	2	The mission criticality of this IT system.	MC or ME or OT (Other)	Mandatory for all systems.
ACCRED_STATUS	10	Accreditation Status	FINAL or IATO or NONE or NA	FISMA

CONTINGENCY_TEST (old name COOPTTEST)	8	Contingency Plan last exercised - When was the last time that your system's contingency plan was exercised?	Year, Month, Day	FISMA
SECURITY_CONTROL_TEST	8	Security Controls Tested - Indicate last date system security controls were tested.	Year, Month, Day	FISMA
LIFE_CYCLE_COSTS	3	Life Cycle Costs - Indicate whether your system has the costs of its security controls have been integrated into the life cycle of the system.	YES or NO	FISMA

**Registration Locations:**

- Unclassified IT systems are still registered in the NIPRNET location at <https://www.itdb.c3i.osd.mil>.
- Systems classified as SECRET are registered on the new SIPRNET location at <http://147.254.40.136>.
- SCI systems are registered by sending the information to Mr. Ray Boyd. The submission process is to place the SCI system information in a double sealed envelope with the following address labels:
  - **OUTSIDE ENVELOPE (Classified mailing address)**  
449-5344-BA78  
DIA/SV/4B  
Pentagon

- **INSIDE ENVELOPE**  
 DoD ODCIO (C3I)  
 ATTN: Ray Boyd  
 Room 3E243  
 Pentagon  
 (703) 602-0980 x180

**Data Upload Process:**

The batch mode preferable data upload process for a large number of records are batch processing utilizing EXEL or Access files. Individual records can be added and/or modified in an interactive mode.

Users with ‘add, modify, and upload’ rights will be able to perform these privileged operations on their components.

**POINT OF CONTACT INFORMATION**

<b>Name</b>	<b>Functional Area Organization</b>	<b>Phone</b>	<b>Email</b>
Dr. Asghar Noor	MC and ME (C3I DCIO)	(703) 602-0980 x181	<a href="mailto:asghar.noor@osd.mil">asghar.noor@osd.mil</a>
Mr. Tom Weber	MC and ME (C3I DCIO)	(703) 602-0980 x153	<a href="mailto:tom.weber@osd.mil">tom.weber@osd.mil</a>
Mr. John Hunter	FISMA (C3I – DIAP)	(703) 602-9978	<a href="mailto:john.hunter@osd.mil">john.hunter@osd.mil</a>
Mr. Gary Evans	FISMA (C3I –DIAP)	(703) 604-1489 x102	<a href="mailto:gary.evans@osd.mil">gary.evans@osd.mil</a>