



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5200.9  
N6  
11 Aug 2016

CNATRA INSTRUCTION 5200.9

Subj: CHIEF OF NAVAL AIR TRAINING COMMAND INFORMATION  
OFFICER RESPONSIBILITIES, FUNCTIONS, RELATIONSHIPS AND  
AUTHORITIES

Ref: (a) DCMO Defense Business Systems Investment Management  
Process Guidance Memorandum, 06 March 2015  
(b) SECNAVINST 5230.14  
(c) SECNAVINST 5239.20  
(d) OMB Memorandum M-11-29  
(e) Clinger-Cohen Act of 1996  
(f) OMB Memorandum M-15-14  
(g) DODI 8115.02  
(h) DODI 8310.01  
(i) DODD 5144.02  
(j) OMB Memorandum M-16-02  
(k) DODD 8115.01  
(l) COMPACFLT PEARL HARBOR HI 172020ZFEB16Z  
(m) NAVADMIN 177/14  
(n) NAVADMIN 295/13  
(o) COMSPAWARSYSCOM SAN DIEGO CA 012023ZDEC11Z  
(p) CNATRAINST 5230.3B

Encl: (1) ITAP Completion Procedure  
(2) Web Links to References

1. Purpose

a. To establish Capital Planning, Portfolio Management (PfM), Information Technology (IT) Procurement and Cybersecurity policies and procedures and provide specific policy guidelines for Chief of Naval Air Training (CNATRA), Naval Air Training Command (NATRACOM) and the Naval Flight Demonstration Squadron (NFDS/Blue Angels) consistent with Department of Defense (DOD), Department of the Navy (DON), Office of the Chief of Naval Operations (OPNAV), Commander Pacific Fleet (COMPACFLT), Commander Naval Air Forces Pacific (CNAP) and national policies and directives.

b. To designate the CNATRA N6 Command Information Officer (CIO) with the authority and responsibility to carry out the requirements contained in references (a) through (p). Web links to references can be found in enclosure (2).

c. To identify CIO required actions and responsibilities to ensure information resources are managed in an efficient, cost effective manner through systematic Information Management (IM) Capital Planning, PfM, IT Procurement business practices and procedures and Cybersecurity policies and procedures as defined in this instruction.

2. Cancellation. CNATRAINST 5000.2C

3. Policy

a. Reference (a) details significant changes and requirements affecting the management of IT. These changes place increased emphasis on the necessity for the effective implementation and disciplined practice of IT Capital Planning, PfM, IT Procurement and Cybersecurity per references (b) and (c).

b. In support of the CNATRA mission requirements and business priorities, the CNATRA N6 CIO serves as the principle advisor, manager, and authority for IT investments and resources per reference (d). As such, the CNATRA N6 CIO is responsible for the Capital Planning, PfM, IT Procurement and Cybersecurity of all CNATRA, NATRACOM and NFDS/Blue Angels IT resources.

(1) The CNATRA N6 CIO is the IT capital planning and budgeting authority for all IT resources throughout CNATRA, NATRACOM and NFDS/Blue Angels. IT resources are defined in references (e) and (f) and includes the agency budgetary resources, personnel, equipment, facilities or services that are used in the management, operations, acquisition, disposition and transformation or other activity related to the lifecycle of IT.

(2) The CNATRA CIO is responsible for effective planning, management, compliance and controls of the CNATRA IT portfolio. Per reference (g), IT PfM is an ongoing process which encompasses the entire life-cycle activity of an IT resource. The CNATRA IT portfolio includes all systems,

applications, networks, servers, licenses and devices within the CNATRA, NATRACOM and NFDS/Blue Angels network domain(s).

(3) The CNATRA CIO is the review and approval authority for all IT procurements for CNATRA, NATRACOM and NFDS/Blue Angels. The CIO is responsible for ensuring the effective and efficient expenditure of funding for IT capabilities within the CNATRA command.

(4) The CNATRA CIO serves as the CNATRA lead for Cybersecurity management and compliance. This includes responsibility for ensuring that CNATRA Enterprise infrastructure, systems, applications and networks are compliant with all applicable DOD and DON Directives.

#### 4. Action

##### a. IT Capital Planning and Budgeting

(1) Conduct investment planning and analysis in support of CNATRA IT resources.

(a) Coordinate and manage the review of CNATRA IT programs and projects per DOD and DON requirements as directed by references (a) through (p).

(b) Coordinate and ensure compliance with the Defense Business System (DBS) certification process for all CNATRA programs per reference (a) requiring annual investment certification.

(c) Conduct business case analysis of IT procurements to effectively determine the feasibility, cost-benefit, and analysis of alternatives required to meet established training requirements per reference (i).

(d) Direct, coordinate and manage data calls and analysis efforts in support of recurring and emergent higher echelon (i.e., DOD, DON, etc.) requests and reporting requirements.

(2) Manage CNATRA'S IT budget formulation, submission and analysis.

(a) Coordinate and manage IT budget formulation, development of IT budget exhibits and responses to budget inquiries in support of the Office of Management and Budget (OMB), COMPACFLT, CNAP and CNATRA N8.

(b) Ensure end-to-end IT expenditures are aligned to a program and executed using a financial coding structure in Program Budget Information System - Information Technology (PBIS-IT) that records all program costs.

(c) Ensure all new starts and modernization projects are submitted in the Program Objectives Memorandum (POM) process for endorsement and resourcing by the resource sponsor.

(d) Ensure application sustainment funding is budgeted throughout the Future Year Defense Plan (FYDP) and not resourced via year-end realignments.

(3) Monitor and evaluate budget execution of CNATRA IT investments and resources.

(a) Track, report, and maintain the CNATRA IT budget to include development of annual spend plans and monitoring execution of funds.

(b) Conduct CNATRA CIO investment program reviews of IT programs and projects to effectively evaluate and monitor the execution and programming posture of CNATRA IT systems.

(c) Coordinate and manage budget processes and ensure effective allocation of available funding in support of CNATRA, NATRACOM and NFDS/Blue Angels IT priorities.

b. IT PFM

(1) Ensure promulgation, coordination and enforcement of policies, guidance, and supporting processes for the effective implementation of CNATRA IT PFM per reference (b)

(2) Coordinate the development of migration strategies for CNATRA IT systems to determine recommendations to terminate, sustain, transform or initiate programs through the CNATRA decisional process.

(3) Ensure effective management and compliance of all CNATRA IT portfolio inventories, including hardware, software applications, networks, servers, maintenance, contract support, telecommunication services (iPhones, cell phones, data cards and mobile hot spots), information communications facilities, databases, audio/visual devices and office automation capabilities required to perform the collection and distribution of data. This includes the management of CNATRA, NATRACOM and NFDS/Blue Angels application interfaces with authoritative data systems, such as the Navy's Corporate Enterprise Training Activity Resource System (CeTARS) and Joint Primary Aircraft Training System - Training Information Management System (JPATS-TIMS). This also includes applications or systems provided by commands or functional entities external to CNATRA, NATRACOM and NFDS/Blue Angels such as Naval Aviation Production Process (NAPP) Integrated Production Data Repository (NIPDR).

(a) Ensure CNATRA IT portfolio inventory information has been completely and accurately captured and registered in the COMPACFLT authorized data repository, Regional Inventory Tracking Application (RITA).

(b) Review, validate and maintain CNATRA IT portfolio information and data in DON designated and authoritative portfolio repositories (e.g., DON Application and Database Management System (DADMS), Navy Information Dominance Approval System (NAV-IDAS)) to support CNATRA IT portfolio.

(c) Coordinate and conduct formalized annual data repository reviews of CNATRA systems to ensure accuracy of the CNATRA IT portfolio per reference (b).

(d) Support the review and evaluation of proposed IT applications and training support technologies and upon approval ensure capture and registration within the CNATRA IT portfolio. Support the maintenance of IT services, including software and hardware application sustainment and/or deployment for all CNATRA, NATRACOM and NFDS/Blue Angels functional requirements

acting in accordance with the COMPACFLT and Naval Education Training Command (NETC) policies and strategies.

(e) Provide IT services, including software and hardware application sustainment and/or deployment for all CNATRA, NATRACOM and NFDS/Blue Angels functional requirements acting in accordance with the DOD, DON, COMPACFLT and NETC policies and strategies.

(f) Develop and implement CNATRA IT functions in accordance with Next Generation Enterprise Network (NGEN) standard architecture.

c. IT Procurement

(1) Coordinate and maintain with DOD CIO, DON CIO, CNAP and COMPACFLT, the Acquisition, Technology and Logistics (USD (AT&L)) process. This is a process for maximizing the value of, and assessing and managing the risks related to DOD IT acquisitions per reference (i). Such a process will provide a capability to track IT related procurement requests.

(2) All CNATRA, NATRACOM and NFDS/Blue Angels IT procurement requests, regardless of whether or not the funding is reported in the IT Budget, resourced with Navy Appropriated and or Non-Appropriated funds or Government Credit Cards shall require CNATRA CIO approval and an Information Technology Acquisition Paper (ITAP) request form. All ITAP requests will be processed, reviewed and approved per the following description: The ITAP request will be submitted by the local Commanding Officer (CO) or Department Head to the local CNATRA N6 Information Technology Point of Contact (ITPOC). The ITPOC will evaluate and forward to CNATRA N621 by following the ITAP Completion Procedure in enclosure (1). The ITAP Form can be found on CNATRA SharePoint using the link listed in enclosure (2).

(a) Ensure IT related procurement request meet capabilities/mission requirements.

(b) Ensure effective/efficient expenditure of funding to acquire IT capabilities.

(c) Prevent duplicative investments.

(d) Ensure IT procurements comply with statutory and regulatory requirements.

(e) Encourage IT Procurement Planning.

(3) Support implementation and maintenance of a CNATRA, NATRACOM and NFDS/Blue Angels information Cybersecurity program. Provides information security for information collected and maintained by CNATRA or on behalf of the agency and for the information systems that support the operations, assets, and mission of the agency.

(a) Ensure well-designed, well-managed continuous monitoring and standardized risk assessment processes.

(b) Ensure systems are supported by cybersecurity sessions run by CNATRA N6 to examine implementation.

(c) Coordinate, develop, and implement the CNATRA, NATRACOM and NFDS/Blue Angels Information Security (INFOSEC) Plan for managing mission critical data in accordance with COMPACFLT, NETC, Naval Air Systems Command (NAVAIR), DON and DOD policy and procedures.

5. Direction. In order to effect a managed transition of the functions of managing CNATRA, NATRACOM and NFDS/Blue Angels IT assets, the following amplification is provided:

a. This policy is to be considered as overriding policy to current, potentially conflicting, CNATRA, NATRACOM and NFDS/Blue Angels instructions until the older policies are rewritten. Currently, Navy Authorizing Official (NAO) is responsible for all systems authorizations to operate (ATO/IATO) navy-wide. Web administration instructions are found in reference (p).

b. Commanding Officers, Special Assistants and Managing Department Heads of CNATRA, NATRACOM and NFDS/Blue Angels will adhere and ensure subordinate adherence to this policy.

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11 Aug 2016

6. Contact Information for CNATRA CIO: CNATRA (N6), 9035 Ocean Drive, Suite 322, Corpus Christi, TX 78419, DSN 861-3213 or Commercial (361) 961-3213.



D. M. EDGECOMB  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint

ITAP COMPLETION PROCEDURE

 <h2 style="margin: 0;">Procedure</h2>											
<b>Title:</b> ITAP Completion Procedure											
<b>Overview:</b>	The purpose of this procedure is to provide instruction for completing the Information Technology (IT) Acquisition Paper (ITAP) form for IT related purchases such as Software, Hardware or Peripherals for the Chief of Naval Air Training (CNATRA) and the Naval Air Training Command (NATRACOM).										
<b>Roles and Responsibilities:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Role</th> <th style="width: 50%;">Responsibility</th> </tr> </thead> <tbody> <tr> <td>End User/Requestor</td> <td>Fill out the User section of the ITAP providing justification and required information for request and forward to IT Point of Contact (ITPOC).</td> </tr> <tr> <td>ITPOC</td> <td> <ul style="list-style-type: none"> <li>Review ITAP and obtain Submitting Unit Signatures.</li> <li>Create N6 IT Purchase Request in SharePoint and attach ITAP.</li> </ul> </td> </tr> <tr> <td>CNATRA N6 Director/Supervisor</td> <td>Approve or disapprove N6 IT Purchase Request in SharePoint and provide comments.</td> </tr> <tr> <td>CNATRA N6 IT Requirements Manager</td> <td> <ul style="list-style-type: none"> <li>Review N6 IT Purchase Request and ITAP and verify as correct.</li> <li>Obtain market research and input ITAP information into Navy Information Dominance Approval System (NAV-IDAS).</li> <li>Complete internal ITAP.</li> <li>Send documentation to N8 for procurement.</li> <li>Store and maintain documentation.</li> </ul> </td> </tr> </tbody> </table>	Role	Responsibility	End User/Requestor	Fill out the User section of the ITAP providing justification and required information for request and forward to IT Point of Contact (ITPOC).	ITPOC	<ul style="list-style-type: none"> <li>Review ITAP and obtain Submitting Unit Signatures.</li> <li>Create N6 IT Purchase Request in SharePoint and attach ITAP.</li> </ul>	CNATRA N6 Director/Supervisor	Approve or disapprove N6 IT Purchase Request in SharePoint and provide comments.	CNATRA N6 IT Requirements Manager	<ul style="list-style-type: none"> <li>Review N6 IT Purchase Request and ITAP and verify as correct.</li> <li>Obtain market research and input ITAP information into Navy Information Dominance Approval System (NAV-IDAS).</li> <li>Complete internal ITAP.</li> <li>Send documentation to N8 for procurement.</li> <li>Store and maintain documentation.</li> </ul>
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<b>Steps to be Completed:</b>											
<b>IMPORTANT:</b> IT Purchase Requests can only be uploaded into SharePoint by CNATRA N6 Supervisors, Directors and Chief Information Officer (CIO), N621 Configuration Management and ITPOCs. Any other requests must be routed through the wing ITPOC.											
<b>Responsible:</b> Steps 1 through 4 are for the End User/Requestor											
<b>Step 1:</b> Obtain current copy of CNATRAINST 5000.2A_ITAP.pdf from <u>ClearCase</u> or <u>CNATRA SharePoint</u> and save to desktop. <b>Note:</b> In <u>ClearCase</u> , CNATRAINST 5000.2A_ITAP.pdf is located in the <u>Integrated Process Environment VOB\Forms\CNATRA</u> folder, on <u>SharePoint</u> , CNATRAINST 5000.2A_ITAP.pdf is located on the main											

page on the right side in the document list (CNATRA ITAP Form) and in Shared Documents (link on right side of main page).
<p><b>Step 2: Under Originator Information section (Page 1), complete the following:</b></p> <ol style="list-style-type: none"><li>1. <b>Wing/Command Name</b></li><li>2. <b>Submitted to N8: LEAVE BLANK</b> – this is completed by the N6 IT Requirements Manager once the ITAP is approved.</li><li>3. <b>Building No./Department</b></li><li>4. <b>Room/Floor</b></li><li>5. <b>Point of Contact</b> – Name of the person that needs to be contacted for missing information or requirements. Usually the person completing the ITAP form.</li><li>6. <b>Title/Rank</b> – Title and/or Rank of POC</li><li>7. <b>Phone</b> – Phone number of POC</li><li>8. <b>Email Address</b> – Email Address of POC</li><li>9. Check either <b>New Requirement</b> or <b>Break Fix</b> checkbox.</li></ol> <p><b>Note:</b> A new requirement is a request for new equipment that was not previously <u>owned/required</u> and a break fix is for existing equipment that is broken and requires replacement.</p>
<p><b>Step 3: Under Hardware/Software Description section (Page 1), complete the following:</b></p> <ol style="list-style-type: none"><li>1. <b>Description of Hardware or Software</b> – include workstation name, building, floor, room numbers and quantity of items requested.</li></ol> <p>The following information/statements must also be included in this section:</p> <ul style="list-style-type: none"><li>MISSION ESSENTIAL - Provide a statement of the request, and why it is essential.</li><li>** <u>This</u> is a time sensitive requirement.</li><li>** <u>This</u> procurement request is due as soon as possible.</li><li>** <u>MISSION CRITICAL</u>: Provide a statement as to why the request is critical.</li></ul> <ol style="list-style-type: none"><li>2. <b>Current Support</b> – State what is currently being used</li><li>3. <b>Justification for Procurement</b> – tangible or non-tangible benefits. What will be impacted if not <u>procured</u>.</li><li>4. <b>Comments</b> – enter any comments that will assist with the procurement of requested items as well as shipping information (name, address and phone number where items should be shipped).</li></ol>
<p><b>Step 4: Save ITAP with appropriate name and forward to command ITPOC.</b></p>
<p><b>Responsible:</b> Steps 5 through 7 are for CNATRA ITPOCs.</p>
<p><b>Step 5: Review ITAP and obtain Submitting Unit Signatures.</b></p>
<p><b>Step 6: Create an N6 IT Purchase Request in CNATRA SharePoint and attach the ITAP form.</b> <b>Note:</b> See IT Purchase Input into SharePoint Procedure for instructions on how to complete this.</p>
<p><b>Step 7: Assign request to the appropriate approving authority.</b> <b>Note:</b> When a new request is input in SharePoint, assign to the person that will approve it, such as N6 Director.</p>
<p><b>Responsible:</b> Steps 8 and 9 are for the approving authority, CNATRA N6 Director/Supervisor.</p>
<p><b>Step 8: Receive email that request is assigned in SharePoint.</b></p>
<p><b>Step 9: Review N6 IT Purchase Request and ITAP form and any attachments in SharePoint, provide comments and Approve or Disapprove request in SharePoint and assign request to CNATRA N6 IT</b></p>

<p><b>Requirements Manager.</b> <b>Note:</b> Director/Supervisor does not update ITAP documentation. See IT Purchase Input into SharePoint Procedure.</p>
<p><b>Responsible:</b> Steps 10 through 17 are for the CNATRA N6 IT Requirements Manager.</p>
<p><b>Step 10:</b> Receive email that request is assigned in <b>SharePoint</b>.</p>
<p><b>Step 11:</b> Review and print <b>N6 IT Purchase Request</b> and <b>ITAP</b> and include printouts in <b>N6 Procurement Package</b> binder.</p>
<p><b>Step 12:</b> Obtain <b>Market Research</b> for requested items contained in <b>ITAP/N6 IT Purchase Request</b>. Print market research to include in <b>N6 Procurement Package</b> binder. <b>Note:</b> Market research is an estimated amount for a product, and may be obtained from GSA Advantage or outside vendors (DOD eMall, Vendor sites, Enterprise Service License Agreement Vendors) where an email is sent directly to the vendor requesting an amount for a product or market research is obtained from one of the sites listed. Only one amount is required for items under \$1500, but three amounts are required for items over \$1500. The lowest market research amount will be entered into the <b>ITPR</b> but all market research will be sent to N8 and included in the <b>N6 Procurement Package</b> binder.</p>
<p><b>Step 13:</b> Using information from original <b>ITAP</b> from <b>ITPOC</b>, <b>N6 IT Purchase Request</b> and lowest <b>Market Research</b> amount create an <b>IT Procurement Request (ITPR)</b> in <b>NAV-IDAS</b> and print <b>ITPR</b> to include in <b>N6 Procurement Package</b> binder. <b>Note:</b> See the <b>NAV-IDAS Purchase Procedure</b>.</p>
<p><b>Step 14:</b> Complete internal <b>ITAP</b> form using the information from the printed <b>ITPR</b>, <b>N6 IT Purchase Request</b> and <b>ITAP</b> created by <b>End User</b> in <b>Steps 1</b> through <b>3</b>:</p> <ol style="list-style-type: none"><li>1. <b>ITAP #</b></li><li>2. <b>Line Item</b></li><li>3. <b>NAV-IDAS # (from Step 13)</b></li><li>4. <b>Contact information</b></li><li>5. <b>Hardware/Software Description</b></li><li>6. <b>Comments – Shipping information</b></li><li>7. <b>Cost information</b></li><li>8. <b>Any other information that needs to be included.</b></li><li>9. Under <b>CNATRA N6 USE ONLY</b> section (Page 2) fill out the <b>IT Costs</b> table:<ol style="list-style-type: none"><li>a. <b>Equipment, Software, Services, and/or Support Services</b> – Enter the <b>Type, Quantity and Estimated Cost</b> for each row.</li><li>b. <b>Total IT Cost, Total Costs Other Than IT, and/or Total Acquisition Costs</b> – Enter the total from <b>Estimated Costs</b> column.</li></ol></li><li>10. Complete the questions after the <b>IT Costs</b> table (<b>Pages 2 and 3</b>), if applicable:<ol style="list-style-type: none"><li>a. <b>Other Alternatives Considered</b></li><li>b. <b>Funding</b> – Identify the <b>Unit Funding Site</b> source</li><li>c. <b>Acquisition Strategy</b></li><li>d. <b>IT Acquisition Life Cycle</b></li><li>e. <b>Risk Assessment</b></li><li>f. <b>Architecture Compliance</b></li><li>g. <b>Other comments</b></li></ol></li></ol>

<p><b>Step 15:</b> Print the ITAP form and include in the N6 Procurement Package binder.  <b>Note:</b> There will be two ITAPs included in the N6 Procurement Package binder. The original ITAP from the Requestor/ITPOC and the internal ITAP completed by the CNATRA N6 IT Requirements Manager.</p>	
<p><b>Step 16:</b> Update N8 Budget Spreadsheet and the request in SharePoint, if applicable.  <b>Note:</b> N8 Budget Spreadsheet is located at S:\NACC\CNATRA HQ\N6\Comptroller\ITAP Accounting_FYXX. Permissions are required to access this folder, if permissions are required, please contact Supervisor. FYXX refers to the current Fiscal Year, for example FY16.</p>	
<p><b>Step 17:</b> When notification of approval is received, update ITAP with Approval Date and scan the ITAP, Market Research and ITPR and email to N8 for procurement.</p>	
<b>Prerequisites:</b>	Access to GSA Advantage, DOD eMall, NAV-IDAS, ClearCase, SharePoint and Software/Vendor sites are required.
<b>Tools and Templates:</b>	<ul style="list-style-type: none"> <li>• CNATRAINST 5000.2A_ITAP.pdf</li> <li>• CNATRAINST 5000.2A_ITAP_INTERNAL ONLY</li> <li>• CNATRA SharePoint  <a href="https://cpf.portal.navy.mil/sites/CNATRA/default.aspx">https://cpf.portal.navy.mil/sites/CNATRA/default.aspx</a></li> <li>• N6 IT Purchase Request</li> <li>• N8 Budget Spreadsheet  S:\NACC\CNATRA HQ\N6\Comptroller\ITAP Accounting_FYXX  <b>Note:</b> FYXX refers to the current Fiscal Year, for example FY16.</li> <li>• NAV-IDAS  <a href="https://navidas.navy.mil/Dashboard.aspx">https://navidas.navy.mil/Dashboard.aspx</a></li> <li>• GSA Advantage  <a href="https://www.gsadvantage.gov/advantage/main/start_page.do">https://www.gsadvantage.gov/advantage/main/start_page.do</a></li> <li>• DOD eMall  <a href="https://dod.emall.dla.mil/">https://dod.emall.dla.mil/</a></li> <li>• NAV-IDAS ITPR</li> <li>• ClearCase</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• On-the-Job (OTJ) Training</li> <li>• NAV-IDAS Training  <a href="https://navidas.navy.mil/Dashboard.aspx">https://navidas.navy.mil/Dashboard.aspx</a></li> </ul>
<b>References:</b>	<ul style="list-style-type: none"> <li>• IT Purchase Input into SharePoint Procedure</li> <li>• NAV-IDAS Purchase Procedure</li> </ul>

WEB LINKS TO REFERENCES

Note: If clicking the link does not work, try copying the link and pasting it into the web browser.

DCMO Defense Business Systems Investment Management Process  
Guidance Memorandum, 06 March 2015  
[http://dcmo.defense.gov/Portals/47/Documents/Governance/6March2015\\_DBSIMP\\_guide.pdf](http://dcmo.defense.gov/Portals/47/Documents/Governance/6March2015_DBSIMP_guide.pdf)

SECNAV INSTRUCTION 5230.14 Information Technology Portfolio  
Management Implementation  
[www.doncio.navy.mil/Download.aspx?AttachID=1152](http://www.doncio.navy.mil/Download.aspx?AttachID=1152)

SECNAV INSTRUCTION 5239.20 Department of Navy  
Cybersecurity/Information Assurance Workforce Management,  
Oversight, and Compliance  
<http://www.doncio.navy.mil/uploads/0623IYM47223.pdf>

OMB Memorandum M-11-29 Chief Information Officer Authorities  
<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-29.pdf>

Clinger-Cohen Act of 1996  
<http://dodcio.defense.gov/Portals/0/Documents/ciodesrefvolone.pdf>

OMB Memorandum M-15-14 Management and Oversight of Federal  
Information Technology  
<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf>

DODI 8115.02 Information Technology Portfolio Management  
Implementation  
<http://www.dtic.mil/whs/directives/corres/pdf/811502p.pdf>

DODI 8310.01 Information Technology Standards in the DoD  
<http://www.dtic.mil/whs/directives/corres/pdf/831001p.pdf>

DODD 5144.02 DoD Chief Information Officer (DoD CIO)  
<http://dtic.mil/whs/directives/corres/pdf/514402p.pdf>

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OMB Memorandum M-16-02 Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops  
<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-02.pdf>

DODD 8115.01 Information Technology Portfolio Management  
<http://dtic.mil/whs/directives/corres/pdf/811501p.pdf>

COMPACFLT PEARL HARBOR HI 172020ZFEB16 Information Technology Procurement Request Approval Policy (ITPR)

Note: This document is located on the enterprise Knowledge Management (eKM) website at <https://ekm.nmci.navy.mil/ekm3> and can only be accessed with an eKM account and proper permissions.

NAVADMIN 177/14 Information Technology Procurement Request Approval Process  
<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14177.txt>

NAVADMIN 295/13 Information Technology Procurement Request Approval Process  
<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13295.txt>

COMSPAWARSYSCOM SAN DIEGO CA 012023ZDEC11 Information Technology Acquisition Approval Process (ITAAP)  
[http://www.public.navy.mil/spawar/Press/Documents/Other/SPAWAR\\_MSG\\_IT%20Acquisition\\_Approval\\_Process.pdf](http://www.public.navy.mil/spawar/Press/Documents/Other/SPAWAR_MSG_IT%20Acquisition_Approval_Process.pdf)

CNATRAINST 5230.3B, Chief of Naval Air Training Web Site Policies, Administration, and Guidelines  
<https://www.cnatra.navy.mil/pubs-instructions.asp>

Enclosure (2)