

Appendix B

Policy Memoranda

Contents

| | |
|---|------------|
| B.1 SECDEF Memoranda | B-3 |
| B.1.1 ASD Memoranda | B-4 |
| B.1.2 USD (A&T), ASD (C3I) Memoranda..... | B-5 |
| B.1.3 USD Memoranda | B-5 |
| B.1.4 DUSD (AR) Memoranda | B-6 |
| B.1.5 PDUSD (AT&T) Memoranda | B-7 |
| B.1.6 DCS/C4, DSAF/CCS Memoranda | B-7 |
| B.1.7 DUSA (OR), DISC4 Memoranda | B-8 |
| B.1.8 CSAF Memoranda | B-8 |

B.1 SECDEF Memoranda

SECDEF Memorandum of 31 May 1994

Subject: Software Maturity Criteria for Dedicated Operational Test and Evaluation of Software-Intensive Systems

Reference: GAO/NSIAD-93-198, “Test and Evaluation: DoD Has Been Slow in Improving Testing of Software-Intensive Systems,” dated September 29, 1993

Signed by: L.H. Frame for Director

- Part of the Department’s initiative to address the General Accounting Office’s (GAO) recommendations on the Department’s test and evaluation policy of software-intensive systems, the following guidance to establish the software maturity criteria for the dedicated OT&E (in support of full rate production decisions or deployment decisions) of software-intensive systems. The intent is to include this guidance in the revisions to the DoD 5000 and 8120 policy documents
- Improve the success rate of OT&E for software-intensive systems, and to prevent immature software-intensive systems from entering OT&E, software maturity must be demonstrated prior to the start of the dedicated OT&E

Attachment: None

SECDEF Memorandum of 29 June 1994

Subject: *Specifications & Standards – A New Way of Doing Business*

Signed by: William Perry, Secretary of Defense

- Increase accesses to commercial state-of-the-art technology and facilitate the adoption by its suppliers of business processes characteristic of world class suppliers
- Assigns the Under Secretary of Defense (Acquisition and Technology) overall implementation responsibility
- Intended to improve the internal management of the Department of Defense and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the Department of Defense or its officers and employees

Attachment: None

SECDEF Memorandum of 2 June 1997

Subject: Implementation of Subdivision E of the Clinger-Cohen Act of 1996 (Public Law 104-106)

Signed by: William S. Cohen, Secretary of Defense

- Assigns Assistant Secretary of Defense for Command, Control, Communications and Intelligence (ASD(C3I), Chief Information Officer (CIO) of the Department of Defense (DoD)
- Assignment of DoD CIO duties and delegation of authorities
- Establishes DoD CIO Council

Attachment: CIO Council Charter

PDUSDMemorandum of 28 August 1998

Subject: Single Process Initiative – Executive Council

Signed by: Dave Oliver, Principal Deputy Under Secretary of Defense

- The Under Secretary of Defense (Acquisition and Technology) established a new vision for the Single Process Initiative (SPI)
- Establishes the Single Process Initiative Council to facilitate the SPI initiative

Attachment: None

SECDEF Memorandum of 28 October 1999**Subject:** Software Evaluations for ACAT I Programs**Signed by:** J.S. Gansler, Unders Secretary of Defense (AT&T)

- This memorandum gives guidance on the selection of contractors for ACAT I programs
- Gives the direction that ACAT I contractors must be in full compliance with the SEI Capability Maturity Model Level 3 or its equivalent level in an approved evaluation tool

Attachment: None

B.1.1 ASD Memoranda

ASD(C3I) Memorandum of 31 May 1994**Subject:** Software Maturity Criteria for Dedicated Operational Test and Evaluation of Software-Intensive Systems**Reference:** GAO/NSIAD-93-198, “Test and Evaluation: DoD Has Been Slow in Improving Testing of Software-Intensive Systems,” dated September 29, 1993**Attachment:** None**ASD(C3I) Memorandum of 23 June 1994****Subject:** *Technical Architecture Framework for Information Management (TAFIM)***Signed by:** Emmett Paige, Jr., Assistance Secretary of Defense (C3I)

- Affirms Department of Defense (DoD) commitment to the Technical Architecture Framework for Information Management (TAFIM). The TAFIM will guide the evolution of the Department’s information system technical architectures
- Establishes the direction for an open systems environment that focuses on a standards-based architecture critical to achieving interoperability and cross-functional integration
- Maintained by Defense Information systems Agency’s (DISA’s) Center for Architecture and is available through the National Technical Information Service (NTIS) and the Defense Technical Information Center (DTIC)

Attachment: DTIC ACCESSION NUMBERS FOR TAFIM

- Implementation Concept, Vol 1, AD-A261 911
- Architecture Guidance and Design Concepts, Vol 2, AD-A261 912
- Reference Model and Standards Profile, Vol 3, AD-A261 913

ASD(C3I) Memorandum of 30 March 1995**Subject:** Technical Architecture Framework for Information Management (TAFIM), Version 2.0**Signed by:** Emmett Paige, Jr., Assistant Secretary of Defense (C4I)

- New DoD information systems development and modernization programs and evolutionary changes to migration systems must conform to the TAFIM

Attachment: Technical Architecture Framework for Information Management Version 2.0

B.1.2 USD (A&T), ASD (C3I) Memoranda

USD(A&T),ASD(C3I)Memorandumof8.July1994

Subject: *Software Acquisition Best Practices Initiative*

Signed by: Noel Longuemare, Under Secretary of Defense Acquisition and Technology (Acting),
Emmett Paige, Jr., Assistant Secretary of Defense Command, Control, Communications,
and Intelligence

- Improves and restructures the software acquisition management process
- Provide Program Managers and staff with the training and tools necessary to effectively use and achieve the benefits of these practices
- The Director, Test and Evaluation, OUSD(A&T) and the Deputy Assistant Secretary (C3I Acquisition) are directed to jointly define, implement, and manage this initiative

Attachment: None

B.1.3 USD Memoranda

USD(C)Memorandumof21May1997

Subject: Management Reform Memorandum #2 – Moving to a Paper-free Contracting Process by January 1, 2000

Signed by: John J. Hamre, Under Secretary of Defense (Comptroller)

- Simplify and modernize the acquisition process in the area of contract writing, administration, finance, and auditing with the use of purchase cards, electronic catalogues, electronic commerce and imaging

Attachment: None

USD(C)Memorandumof16June1997

Subject: Management Reform Memorandum #11 – Adoption of Commercial Identifiers in DoD Business Systems by January 1, 2000

Signed by: John J. Hamre, Under Secretary of Defense (Comptroller)

- Incorporate commercial identification numbers of DoD business entities and contractors to replace the DoD Activity Address Code (DODAAC) and the Commercial And Government Entity (CAGE) codes

Attachment: None

USD(C)Memorandumof20June1997

Subject: Management Reform Memorandum #13 – Adopting Standard Commercial Products for Registration Files

Signed by: John J. Hamre, Under Secretary of Defense (Comptroller)

- Reduce redundant databases for business process applications for vendors, commercial and DoD activities

Attachment: None

USD Memorandum of 20 February 1998**Subject:** Automation of Past Performance Information**Signed by:** J.S. Gansler, Under Secretary of Defense (AT&T)

- Demonstrates connectivity with the Air Force and Navy Contractor Performance Assessment Reporting Systems, the Army past Performance Information Management System, the Navy Product Data Reporting and Evaluation Program and Red/Yellow/Green systems, the Defense Logistics Agency Automated Best Value Method (ABVM), and the Defense Information system Agencies Contractor Past Performance Evaluation Toolkit

Attachment: Automated past Performance Information Systems**USD Memorandum of 16 Mar 1998****Subject:** Modeling and Simulation (M&S) in Defense Acquisition**Signed by:** J.S. Gansler, Under Secretary of Defense (A&T)

- Application of M&S throughout a program's life cycle can help achieve it's goals
- Encourages the use of M&S and focus on the strategy to make it an integral part of DoD's acquisition future

Attachment: None**USD Memorandum of 13 Apr 1998****Subject:** Total Ownership Cost (TOC) Pilot Programs**Signed by:** J.S. Gansler, Under Secretary of Defense (AT&T)

- Provides guidance for Total Ownership Cost (TOC) Pilot Programs

Attachments: None**USD(A&T) Memorandum of 3 June 1998****Subject:** The Single Process Initiative – A Long Term Perspective**Signed by:** J.S. Gansler, Under Secretary of Defense (AT&T)

- Provides guidance on utilizing Single Process Initiative (SPI) as the mechanism to transition the DoD to a Performance Based Business Environment

Attachment: None

B.1.4 DUSD (AR) Memoranda

DUSD(AR) Memorandum of 2 July 1998**Subject:** Performance-Based Service Contracting (PBSC)**Signed by:** Stan Z. Soloway, Deputy Under Secretary of Defense (Acquisition Reform)

- Gives guidance on how and when to submit a report
- Converts service contracts to PBSC

Attachment(s):

- Required Reports: Format, Content and Frequency
- PBSC Conversion Plan Status Report
- Customer Satisfaction Contract Survey Criteria
- PBSC Converted Contracts

B.1.5 PDUSD (AT&T) Memoranda

PDUSD(A&T)Memorandumof28March1997

Subject: Study on the Effectiveness of Modeling and Stimulation in the Weapon System Acquisition Process

Signed by: R. Noel Longuemare, Principal Deputy Under Secretary of Defense

- This study will aid in getting a perspective on the modeling and simulation (M&S) tools and technologies available that can positively impact your program management

Attachment: As stated

PDUSD(A&T)Memorandumof2May1997

Subject: Simulation Support Plans

Signed by: R. Noel Longuemare, Principal Deputy Under Secretary of Defense

- Effective strategy for the use of modeling and simulation (M&S) throughout a program's life cycle, and facilitates a Program Manager's (PM) thinking through and resourcing a M&S program

Attachment: Simulation Support Plan (SSP) Guidelines

B.1.6 DCS/C4, DSAF/CCS Memoranda

DCS/C4,DSAF/CCSMemorandumof8September1994

Subject: Data Element Standardization in Automated Information Systems Development

Signed by: Carl G. O'Berry, Lt. Gen., USAF, DCS/Command, Control, Communications, and Computers, Lloyd K Mosemann, II, Deputy Assistant Secretary of the Air Force (Communications, Computers, and Support Systems)

- The DoD program to establish standard data elements is central to the goal of improving information system interoperability across the department. It is an essential element in the Joint Staff goals within the C4I for the Warrior initiative and the Air Force "Horizon" strategy
- Provides policy and direction to the Air Force automated information systems development community, clarifying steps program managers will take to use approved DoD standard data elements in their applications development and acquisition
- Highlights the importance of organizing data according to the classes of data identified in DoD Manual 83201-M-1 as an evolutionary step to creating standard data elements where none yet exist

Attachment: Implementation of Data Standards in AIS Development

B.1.7 DUSA (OR), DISC4 Memoranda

DUSA(OR),DISC4Memorandumof4January1993

Subject: *Preparation for Implementing Army Software Test and Evaluation Panel (STEP) Metrics Recommendations*

Signed by: Walter W. Hollis, Deputy Under Secretary of the Army (Operations Research), Peter A. Kind, Lt.Gen., GS Director of Information Systems for Command, Control, Communications and Computers

- Announces the Army's intent to implement the use of STEP metrics
- Improves the readiness of Army software using testing and evaluation (T&E) methods and processes

Attachment: None

B.1.8 CSAF Memoranda

CSAFMemorandumof23July1993

Subject: *Air Force Software Release Policy*

Signed by: For the Chief of Staff Carl G. O'Berry, Lt. Gen. USAF, DSC/Command, Control, Communications, and Computers

- DoD acquisition policy to reuse software to maximum extent possible

Attachment: Distribution List Software Release Policy

CSAFMemorandumof4Oct1993

Subject: *C4I Systems policy and Standards*

Signed by: Lt. Col. Michael E. Ryan, Air Force Chief of Staff

- The USAF/SC is the Air Force C4I systems focal point with the responsibility for C4I Systems, Policy, Standards, and Architecture. USAF/SC is also implementing a Strategic Planning Process (SRP) to guide C4I system integration and ensure future development and acquisition efforts are consistent with DoD and joint policy

Attachment: None