



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

12 February 2016

MEMORANDUM FOR DISTRIBUTION

Subj: INFORMATION TECHNOLOGY PROCUREMENT REQUEST (ITPR) PROCESS

Ref: (a) Department of the Navy Chief Information Officer Memorandum of 5 June 2015, Information Technology Procurement Request (ITPR)

Per reference (a), a cross-functional team composed of members from the Deputy Under Secretary of the Navy (Management) (DUSN (M)) Business Operations group, the DON Chief Information Officer (DON CIO), DON Deputy CIO (Navy) staff, and Echelon II organizations joined to form a working group of Navy stakeholders to review the Information Technology Procurement Request (ITPR) process. Their efforts yielded process improvement recommendations within several courses of action (COAs). From those proposed recommendations, the following actions will be implemented:

- Establish a new ITPR process threshold. Any purchase of \$25,000 or less (including Government Purchase Card purchases) that is not National Defense Authorization Act (NDAA) related does not require an ITPR submitted in the Navy Information Dominance Approval System (NAVIDAS). However, Commands are required to track IT transactions of \$25,000 or less to ensure auditability and comply with Service specific guidance.
- There is no minimum threshold for the acquisition of cloud computing services, all of which require an ITPR.
- Enhance NAVIDAS system integration to auto-populate compliance and financial data to streamline processing time.
- Develop interfaces between NAVIDAS and relevant key financial systems to auto-populate NAVIDAS with existing data to reduce time and data entry efforts and assist submitters and reviewers.
- Develop and employ ITPR "lead time" training to increase user awareness of process timeframe requirements as well as specific NAVIDAS training to help improve approval times and lower rejection rates.
- Pursue continuous process improvement evaluation of the NAVIDAS process to define, review and validate requirements and implement improved standards and formats as appropriate.

The DON CIO point of contact is Mr. Donald Jean, who can be reached at (703) 695-1967 or donald.jean@navy.mil.

A handwritten signature in blue ink, appearing to read "R. Foster", is positioned above the name Robert W. Foster.

Robert W. Foster

Distribution: (see page 2)

Subj: INFORMATION TECHNOLOGY PROCUREMENT REQUEST (ITPR) PROCESS

Distribution:

ASN RD&A
ASN M&RA
ASN FM&C
ASN EI&E
GC
DON/AA
DUSN (M)
DUSN (P)
NAVIG
OJAG
OLA
CHINFO
AUDGEN
CNR
DON CIO
SAPRO
NCIS
OPNAV N2/N6
HQMC C4