



DEPARTMENT OF THE NAVY

CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

15 December 2011

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

Since its inception, the focus of the Department of the Navy (DON) Information Technology (IT) Policy Guidance has been on enabling knowledge dominance by directing that our information management/information technology (IM/IT) spending support the creation of a joint, net-centric naval networking environment. The net-centric vision remains a goal, but cutting the Department's IT spend is the priority for 2012. In the face of sharply reduced defense budgets, the Under Secretary has directed the DON to cut IT spending by 25 percent over the next five years. To that end, several new policies are in effect for Fiscal Year 2012 (FY12). DON commands and activities must comply with the policies described in this guidance memorandum in order to release and/or obligate FY12 funds for IM/IT purposes. This memorandum is coordinated with the Office of the Assistant Secretary of the Navy (RD&A) and the Department of the Navy Office of Budget (FMB). Decision makers and financial managers risk consequences for failure to comply with the policy herein. The policies discussed herein address the following subjects: 1. Information Technology Expenditure Approval Authorities; 2. Data Center Consolidation; 3. Required Use of the DON Enterprise IT Standard Business Case Analysis Template; 4. IM/IT Certification and Annual Review Requirements; 5. IT Budget (NITE/STAR, SNaP-IT, DITPR-DON) Registration; 6. DADMS/DITPR-DON Registration; 7. Federal Information Security Management Act; 8. Circuit Infrastructure Management; 9. Electromagnetic Spectrum Supportability; 10. DON Navy Marine Corps Portal Environment Strategy; 11. Commercial Software Investment; and 12. Electronic Records Management.

1. Information Technology Expenditure Approval Authorities (ITEAAs)

The Department believes that there are significant opportunities for gains in operational effectiveness and resource efficiency through centralization and consolidation of our IT efforts. Decentralized authority to initiate, develop and sustain IT projects enabled DON commands and organizations to develop or procure capabilities that sometimes sub-optimized the Enterprise. Capabilities that are duplicative or not aligned with DON IT goals and objectives are inefficient and hamper operational effectiveness. Therefore, the Navy, Marine Corps and the DON Secretariat have each designated an Information Technology Expenditure Approval Authority (ITEAA). The ITEAAs are responsible for ensuring that all IT projects undertaken in the Department are integral parts of rationalized portfolios, aligned with DON and Department of Defense (DoD) enterprise architectures.

No resource planning, programming, or budgeting is to be done, or action is to be taken, to acquire or procure any IT software, hardware, or service with a projected lifecycle cost or approval for IT expenditures totaling \$1 million or more, the designated ITEAAs have set lower thresholds within their areas of responsibility. Specifically, Navy ITEAA approval is required

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

when projected lifecycle or procurement costs total \$500,000 or more; the Marine Corps ITEEA approval threshold is \$25,000. Designated ITEEAs are listed below, with action officer level points of contact:

DON Secretariat: DON CIO, Ms. Trish Vanbelle, (703) 695-0951, trish.vanbelle@navy.mil
Navy: OPNAV N2/N6, Mr. Jeff Dominick, (571) 256-8518, jeffery.dominick@navy.mil
Marine Corps HQMC C4: Ms. Robin Thomas, (703) 693-3487, robin.a.thomas@usmc.mil

2. Data Center Consolidation

DON Chief Information Officer (CIO) memorandum of 20 July 2011, Subj: DEPARTMENT OF THE NAVY DATA CENTER CONSOLIDATION (DCC) POLICY GUIDANCE (available at www.doncio.navy.mil) established a moratorium on all DON investment (including individual program of record resources) in increased data storage capacity without a determination that: 1. existing DON data center capacity is insufficient to meet requirements, and 2. it is not more cost effective to expand into existing DON-owned capacity. Approval for new data storage must be obtained from the DON CIO for the DON Secretariat and DON enterprise programs. The DON Deputy CIO (Navy) and DON Deputy CIO (Marine Corps) are the approval authorities for their respective Services.

First priority for all DON data center consolidation, continuity of operations (COOP) and disaster recovery (DR) efforts will be to consolidate into DON-owned SPAWARSSYSCOM, NMCI or Marine Corps enterprise or regional data centers. The second priority will be to consolidate into DoD or commercial enterprise data centers that meet or exceed the standards of SPAWARSSYSCOM, NMCI, or Marine Corps data centers.

POC for DON DCC is CDR Randy Darrow, (703) 695-1986, randy.darrow@navy.mil

3. Required Use of the DON Enterprise IT Standard Business Case Analysis (BCA) Template

A standard template for all business case analyses supporting DON IT investments subject to DON Information Enterprise Governance Board (IGB) consideration was instituted by DON CIO memorandum of 15 April 2011, Subj: DEPARTMENT OF THE NAVY (DON) ENTERPRISE INFORMATION TECHNOLOGY (IT) STANDARD BUSINESS CASE ANALYSIS TEMPLATE (available at www.doncio.navy.mil). DON CIO memorandum of 30 June 2011, Subj: REQUIRED USE OF DEPARTMENT OF THE NAVY (DON) INFORMATION TECHNOLOGY STANDARD BUSINESS CASE ANALYSIS TEMPLATE (available at link above) extends that requirement to include all DON IT-related initiatives and projects requiring DON, Functional Area Manager, or Echelon Two enterprise-level board consideration. Use of the template by other DON decision authorities (e.g., commanders, command information officers, portfolio and investment managers, resource sponsors, acquisition executives) is strongly recommended and is required for IT investments over \$1 million.

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

Use of the standard template will promote consistency, facilitate “apples to apples” comparisons of alternative proposals, justify “go/no go” decisions and clearly define expected costs, benefits, operational impacts and risks. Decision Authorities may direct tailoring of the template to fit particular decisional needs, statutory or policy requirements, and the scope and nature of their projects. Submittals of BCAs in other formats should be exceptions, generally only when an existing BCA’s content, scope, and information are still current, accurate and complete, and the financial costs and measures are based on an approved methodology, such as the Economic Viability Tool.

The DON Enterprise IT Standard BCA Template and a User Guide are available for download at www.doncio.navy.mil.

POC for DON Enterprise IT Standard BCA is Ms. Trish VanBelle, (703) 695-0591, trish.vanbelle@navy.mil.

4. IM/IT Certification and Annual Review Requirements:

- a. **Certification of Tier 1-3 Modernizations:** 10 United States Code (U.S.C.) 2222 (available at: <http://uscode.house.gov/>) prohibits obligation of funds for any Defense Business System (DBS) modernization with a total cost exceeding \$1 million (i.e., Tier 1, 2 or 3 modernization) without DON Chief Management Officer (CMO) determination that:
 - i) the modernization is in compliance with the enterprise architecture (see paragraph 4.e below); and
 - ii) appropriate business process re-engineering (BPR) efforts have been undertaken to ensure that the business process to be supported by the modernization will be as streamlined and efficient as practicable; and the need to tailor commercial off-the-shelf systems to meet or incorporate unique requirements, or incorporate unique interfaces has been eliminated or reduced to the maximum extent practicable.

If BPR requirements are satisfied, modernizations are forwarded to the appropriate Office of the Secretary of Defense (OSD) Investment Review Board (IRB) for certification and to the Defense Business System Modernization Committee (DBSMC) for approval. DON IM/IT Investment Review Process Guidance v4.0 of 1 October 2009 (available at www.doncio.navy.mil) details the DON process to obtain pre-certification for all Tier 1-3 DBS modernizations. BPR requirements are described in the DoD memorandum, Guidance for the Implementation of Section 1072 – Business Process Engineering, of 30 April 2011 (assessment template available at <https://www.intelink.gov/go/CzVIBF>). 10 U.S.C. 2222 specifies that obligation of funds for a DBS modernization with a total cost exceeding \$1 million without prior DBSMC approval is a violation of the Anti-deficiency Act, 31 U.S.C. 1341 (a)(1). Accordingly, no funds for the development or modernization (dev/mod) of a DBS with a total cost exceeding \$1 million may be

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

obligated during FY 2012 without prior DBSMC certification. It is DON policy that IM/IT certification fulfills the annual review requirement for Tiers 1-3.

POC: DON CIO (for certification): Ms. Anna Tarrant, (703) 697-0052, anna.tarrant@navy.mil. Deputy Under Secretary of the Navy/Deputy Chief Management Officer (DUSN/DCMO) POC (for BPR): Mr. Michael Stewart, (703) 695-2566, michael.a.stewart1@navy.mil.

- b. **Annual Review of Tier 4 Modernizations and Non-Tier DBSs:** 10 U.S.C. 2222 (available at <http://uscode.house.gov/>) established the requirement for annual review of all DBSs, including those with total dev/mod funding of \$1 million or less (Tier 4 modernizations) and those with no dev/mod funding (Non-Tier systems). Per OSD guidance, Tier 4 and Non-Tier annual reviews are Defense Component responsibilities.

Accordingly, it is DON policy that no dev/mod funding may be obligated during FY 2012 for any Tier 4 modernization without prior approval by the applicable DON Deputy CIO (Navy or Marine Corps). Tier 4 approvals must be obtained not later than 15 June 2012. Failure to obtain approval by that date may result in FY 2013 dev/mod funding deferrals or budget reductions during the FY 2014 DON budget review. To comply with the law, following a system's initial review, each subsequent annual review of that system must be conducted and approved within twelve months of the preceding review. DON IM/IT Investment Review Process Guidance v4.0 of 1 Oct 2009 (available at www.doncio.navy.mil), describes the Tier 4 modernization review/approval process.

POC: DON Deputy CIO (Navy): Mr. Mike Cricchio, (571) 256-8510, michael.cricchio1@navy.mil. DON Deputy CIO (Marine Corps): Mr. Julius Pfeifle, (571) 256-9094, julius.pfeifle@usmc.mil.

DON Deputy CIO (Navy and Marine Corps) reviews of Non-Tier DBSs must be completed within 12 months of the preceding review for systems reviewed for FY 2011 and not later than 15 June 2012 for new systems entering the DON DBS portfolio. Failure to complete the reviews as required may result in FY 2013 funding deferrals or budget reductions during the FY 2014 DON budget review. In order to manage workload and facilitate thorough reviews, DON Deputy CIOs may schedule system annual reviews at any time during the year, so long as review periodicity does not exceed 12 months and all reviews are approved by 15 June 2012. DON IM/IT Investment Review Process Guidance v4.0 of 1 Oct 2009 (available at www.doncio.navy.mil), describes the Non-Tier review/approval process.

POC: DON Deputy CIO (Navy) POC: Mr. Mike Cricchio, (571) 256-8510, michael.cricchio1@navy.mil. DON Deputy CIO (Marine Corps) POC: Mr. Julius Pfeifle, (571) 256-9094, julius.pfeifle@usmc.mil.

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

- c. **Business Mission Area (BMA) and Enterprise Information Environment Mission Area (EIEMA) Reviews:** Since 1 October 2009, the requirements for DON certification actions and annual reviews that formerly applied only to Defense Business Systems were extended to include all other entities (non DBS) under the BMA and all entities in the EIEMA. Accordingly, FY 2012 dev/mod funds associated with a modernization may not be obligated without DON CIO approval. Additionally, following a system's first certification or review, each subsequent annual review of that system must be conducted and approved within 12 months of the preceding review.

POC: DON CIO: Ms. Anna Tarrant, (703) 697-0052, anna.tarrant@navy.mil. DON Deputy CIO (Navy) POC: Mr. Mike Cricchio, (571) 256-8510, michael.cricchio1@navy.mil. DON Deputy CIO (Marine Corps) POC: Mr. Julius Pfeifle, (571) 256-9094, julius.pfeifle@usmc.mil.

- d. **Warfighter Mission Area (WMA) and Defense Intelligence Mission Area (DIMA):** WMA and DIMA investments will be reviewed applying the guidance and process provided for BMA and EIEMA Non-Tier annual reviews. All WMA and DIMA entities registered in DITPR-DON must be reviewed by no later than 30 August 2012.

POC: DON Deputy CIO (Navy) Mr. Mike Cricchio, (571) 256-8510, michael.cricchio1@navy.mil. DON Deputy CIO (Marine Corps) POC: Mr. Julius Pfeifle, (571) 256-9094, julius.pfeifle@usmc.mil.

- e. **DON Enterprise Architecture Compliance:** Pursuant to DON Policy Memorandum of 31 July 2009, Subj: RELEASE OF THE DEPARTMENT OF THE NAVY ENTERPRISE ARCHITECTURE VERSION 2.1000 (available at <https://www.intelink.gov/wiki/DONEA>), all entities registered in DITPR-DON, including National Security Systems (NSS), will be assessed annually for compliance with the DON Enterprise Architecture (DON EA). These assessments are to be accomplished in conjunction with IM/IT certification and annual reviews. Systems with unapproved waiver requests and/or non-reviewed artifacts on their DITPR-DON EA tabs will be rejected as non-compliant. DON CIO will validate DON EA compliance assessments for all Tier 1-3 modernizations and the DON Deputy CIOs (Navy and Marine Corps) will validate Tier 4 and Non-Tiers. A DON EA waiver is required for all non-compliant elements. DON CIO must approve all DON EA waiver requests. DON EA non-compliant, non-waivered programs, projects, and initiatives may only obligate dev/mod funding during FY 2012 with DON CIO approval. In general, DON CIO will only approve obligations for work necessary to achieve compliance. Further, all Tier 4 modernizations and BMA and EIEMA Non-Tier entities must be reviewed and validated against the DON EA not later than 15 June 2012. All WMA and DIMA entities must be reviewed and validated against the DON EA no later than 30 August 2012. Failure to obtain DON EA compliance validation or waiver by the specified date may result in FY 2013 funding deferrals or budget reductions during

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

the FY 2014 DON budget review. Details about the DON EA compliance and waiver request processes may be found at: <https://www.intelink.gov/wiki/DONEA>.

POC: Ms. Fumie Wingo, (703) 697-0066, fumie.wingo@navy.mil.

5. IT Budget (NITE/STAR, SNaP-IT, DITPR-DON) Registration

10 U.S.C. 2222 (available at <http://uscode.house.gov/>) requires that each DBS be reported in the budget submitted to Congress, in each case reflecting the amounts budgeted for dev/mod and current services. The DON satisfies this requirement by registering each DBS under a unique Naval IT Exhibits/Standard Reporting (NITE/STAR) Automated Information System extension (AIS/EXT) and obtaining a unique Select and Native Programming Data Input System-IT (SNaP-IT) Budget Initiative Number (BIN). Accordingly, it is DON policy that no FY 2012 funding (includes Navy Working Capital Fund (NWCF) costs and capital budget authority) may be obligated for a DBS unless it has been assigned a NITE/STAR AIS/EXT and SNaP-IT BIN and registered in DITPR-DON.

POC: Ms. B. J. Dauro, (703) 692-4840, bj.dauro@navy.mil.

6. DADMS/DITPR-DON Registration

- a. NAVADMIN 124/05 (available at <http://www.npc.navy.mil/ReferenceLibrary/Messages/>) established the requirement for Navy networks, servers, and associated network devices, ashore and afloat, to be registered in the Department of the Navy Application and Database Management System (DADMS). Additionally, it stipulates that Functional Area Manager (FAM) “Approved” and “Allowed, with Restrictions (AWR)” applications may be linked only to registered servers and that FAM “Disapproved” applications must have their planned termination dates reported in DADMS.

No FY 2012 Navy funds (includes NWCF and capital budget authority) may be obligated for the acquisition, development, modernization, operation or maintenance of unregistered networks, servers, or associated network devices.

- b. No software application is authorized to operate on DON networks unless it is registered in DADMS and designated “Approved” or “AWR” by the appropriate FAM.

No FY 2012 funds (includes NWCF and capital budget authority) may be obligated for any application that is not registered in DADMS and designated FAM “Approved” or “AWR.”

- c. The DoD IT Portfolio Registry (DITPR) and DoD SIPRNet Registry Annual Guidance for 2007-2008 (DITPR Guidance) (available at www.doncio.navy.mil) requires

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

registration of all Mission Critical (MC), Mission Essential (ME), and Mission Support (MS) IT systems in DITPR or the DoD SIPRNet IT Registry, as appropriate. Definitions of the criteria that qualify projects as IT systems for this purpose are included in Appendix C of the DITPR Guidance. The DON vehicle for registering systems in DITPR is DITPR-DON.

No FY 2012 funds (including NWCF and capital budget authority) may be obligated for any unregistered MC, ME, or MS IT system.

Per the guidance cited above, Component CIOs are responsible to certify to the DoD CIO by memorandum not later than 15 September each year that all MC, ME, and MS systems are entered in the appropriate registries and that all information entered on those systems has been reviewed for completeness and accuracy. To support timely reporting to DoD CIO in 2012, each DON Deputy CIO is required to certify to the DON CIO by memorandum that all Service (Navy or Marine Corps) mission area systems are entered into the appropriate registries and that all system data therein has been reviewed for completeness and accuracy by 31 August 2012. Failure to report system registry reviews by 31 August 2012 may result in FY 2013 dev/mod funding deferrals or budget reductions during the FY 2014 DON budget review.

POC: Dr. Michelle Schmith, (703) 695-1851, michelle.schmith@navy.mil.

7. FISMA

The Federal Information Security Management Act (FISMA) applies to the DON Information Assurance (IA) program. The Act requires certification and accreditation (C&A) of DON systems and networks, all-hands IA awareness training, specialized training for users with privileged network functions, oversight of system and network protection (including system and network intrusion metrics), annual security plan and contingency plan testing, and annual security reviews. DON policy requires continuous 100 percent compliance with FISMA requirements. Any DON system reported in the authoritative database, DITPR-DON, as delinquent for annual testing, Privacy Impact Assessments (PIAs), or Certification & Accreditation (Authority to Operate or Interim Authority to Operate) may be assessed non-compliance consequences at any time. Consequences may include denial of authorization to operate (DATO) or restrictions on use of dev/mod funds to only those actions necessary to reach FISMA compliance until compliance is achieved.

POC is Ms. Jennifer Ellett, (703) 695-2910, jennifer.ellett@navy.mil.

8. Circuit Infrastructure Management

No FY 2012 Navy funds (includes NWCF costs and capital budget authority) may be expended upon DISN or non-DISN circuits to support legacy or excepted networks that are non-compliant

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

with all applicable Information Assurance, DADMS/DITPR-DON registration, FISMA and portal management policies. Commands will be required to provide documentation of compliance to support provisioning requests.

POC is Mr. Mark Lutes, (757) 444-0100, mark.lutes@navy.mil.

9. Electromagnetic Spectrum Supportability

OMB Circular A-11, Part 2, Sec. 33, Para. 33.4 (available at: www.whitehouse.gov/omb/circulars) directs that the National Telecommunications and Information Administration, Department of Commerce certify that the necessary radio frequency can be made available before estimates are submitted for development or procurement of major radio spectrum-dependent communications-electronics systems (including all systems employing space satellite techniques). No funds may be obligated for a spectrum-dependent system unless a Spectrum Supportability Risk Assessment, conducted per DoDI 4650.1, Enclosure 3, has determined that spectrum sufficient for system operation will be available throughout its life cycle.

POC: Mr. Tom Kidd, (703) 695-1978, thomas.kidd@navy.mil.

10. Portals

DON Navy Marine Corps Portal (NMCP) Environment Strategy of 07 July 2011, (available at <http://www.doncio.navy.mil>) establishes the vision, goals, objectives and governance to be used to establish the framework and enable the DON to execute the necessary steps required to migrate DON organizations to the NMCP environment. The NMCP environment must provide secure, interoperable, and integrated portal capabilities and resources to rapidly deliver secure data and information to its operational forces around the globe. As DON portals are consolidated, recovered resources are to be used in funding the centralized portals. Oversight for consolidation is provided by the DON CIO, which holds approval and exception authority for Tier 1-3 EIEMA investments (including portals), and the DON Deputy CIOs (Navy and Marine Corps), who exercise the same authorities over Tier 4 and Non-Tier EIEMA investments.

POC: CDR Randy Darrow, (703) 695-1986, randy.darrow@navy.mil.

11. Commercial Software Investment

DON activities and programs must comply with applicable policy when acquiring commercial software, regardless of dollar amount or ordering method (including orders placed through defense contractors) (Defense Federal Acquisition Regulation Supplement (DFARS) 208.74 and 212.212; paragraph E4.2.7 of DoD Instruction 5000.2; paragraph 4.2.4 of Secretary of the Navy (SECNAV) Instruction 5000.2D; and the Under Secretary of Defense (AT&L) – DoD CIO Joint

Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

Policy Memorandum of 22 December 2005, Department of Defense (DoD) Support for SmartBUY Initiative). A requiring or buying official who deems it necessary to waive use of DoD Enterprise Software Initiative agreements must submit a waiver request as prescribed by Navy Marine Corps Acquisition Supplement (NMCARS) Subpart 5208.7403.

POC: Mr. Bruce Whiteman (703) 695-1269, david.whiteman.ctr@navy.mil; Mr. Floyd Groce, (703) 695-1917, floyd.groce@navy.mil.

12. Electronic Records Management (ERM)

Title 36, Code of Federal Regulations, Section 1236.6(a) (available at www.archives.gov), requires agencies to integrate records management (RM) into the design, development, enhancement, and implementation of electronic information systems (EIS). DON policy, per SECNAV Instruction 5210.8D (available at <http://doni.daps.dla.mil>) requires incorporation of records management into EIS development and redesign. Exporting a system's records to a DoD certified records management application is an acceptable way to meet RM requirements.

Per SECNAVINST 5210.8D and DON CIO memorandum, DEPARTMENT OF THE NAVY ELECTRONIC RECORDS MANAGEMENT AND RECORD ELECTRONIC MAIL (E-MAIL) MANAGEMENT, of 15 June 2007 (available at www.doncio.navy.mil), records management applications used for managing electronic records, including record e-mail, must comply with DoD 5015.2-STD, Electronic Records Management Software Applications Design Criteria Standard, of 25 April 2007 (available at <http://dtic.mil>). Total Records and Information Management (TRIM), a certified RMA, is available to commands using NMCI.

POC: Mr. Jim Knox, (703) 695-1901, jim.knox@navy.mil; or Mr. Dean Wence, (703) 695-1971, dean.e.wence@navy.mil.

Please direct any questions concerning this guidance to Mr. Geoff Sheffer, (703) 614-3403, geoff.sheffer@navy.mil.


Terry A. Halvorsen

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Subj: DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY POLICY
GUIDANCE FOR FISCAL YEAR 2012

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