



DEPARTMENT OF THE NAVY
ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT & ACQUISITION)
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WASHINGTON DC 20350-1000

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

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS
ASSISTANT SECRETARY OF THE NAVY (MANPOWER &
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (INSTALLATIONS &
ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL
MANAGEMENT AND COMPTROLLER)
GENERAL COUNSEL OF THE NAVY

Subj: IMPLEMENTATION AND USE OF THE DEPARTMENT OF THE NAVY (DON)
ARCHITECTURE ELEMENTS REFERENCE GUIDE – INTERIM POLICY

Encl: (1) Addendum for FY08 Configuration Management (CM) Process of April 2008

This memorandum promulgates policy defining the initial implementation of the Naval Architecture Elements Reference Guide (NAERG) within the Department of the Navy (DON). The NAERG is a key component of the coordinated set of activities intended to create a DON Enterprise Architecture (EA). The NAERG supports the consistent and aligned development of architecture products across the DON, by implementing a common and reusable lexicon for naming the various elements within the federated DON EA.

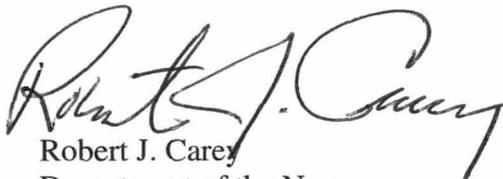
This memorandum designates the Assistant Secretary of the Navy for Research, Development and Acquisition, Chief Systems Engineer (RDA CHSENG) as the Department of the Navy organization responsible for NAERG development and maintenance.

This memorandum authorizes and directs the initial implementation phase of the NAERG. This phase will occur between the date of this memorandum and 31 December 2008. During this phase, all acquisition programs developing and submitting architecture products as part of the Joint Capabilities Integration and Development System (JCIDS) and Defense Acquisition System processes shall make use of the NAERG provided architecture elements. Guidance for making use of the NAERG elements can be found at <https://stalwart.spawar.navy.mil/naerg/>. Enclosure (1) provides the NAERG configuration management process and directions on how to submit feedback. In addition, comments may be submitted for proposed additions to the NAERG, changes to existing NAERG elements, and modifications to the processes associated with use of the NAERG as part of the Mission Area CHSENG Architecture Reviews. During the NAERG initial implementation phase, RDA CHSENG will collect feedback regarding NAERG usability and configuration management process.

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At the completion of the NAERG initial implementation phase, RDA CHSENG shall review user feedback and lessons learned, in order to make necessary adjustments to NAERG processes. Once these adjustments have been incorporated, RDA CHSENG will prepare a recommendation for follow-on formal implementation of the NAERG. This recommendation shall be presented for review and concurrence to the DON Information Executive Committee (IEC) via the DON Enterprise Architecture Coordination Board (EACB).

The DON point of contact for this memorandum is Mr. Michael Jacobs, DON CIO Chief Technology Officer, at (703) 602-6847 or michael.b.jacobs@navy.mil.



Robert J. Carey
Department of the Navy
Chief Information Officer



Sean J. Stackley
Assistant Secretary of the Navy
(Research, Development & Acquisition)

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Architecture Elements Reference Guide Configuration Management Procedures:

Addendum for FY08 CM Process

April 2008

Architecture Element List Review Periods

Each list will be subject to an initial review upon completion, followed by annual reviews thereafter. The NAERG CM POC is Mr. Jim Rickard: E-mail james.rickard@navy.mil, 619-553-1092.

The initial and annual review periods will consist of three phases:

Phase I: Agency Comments – During Phase I Agency POCs may submit new categories to the NAE, additional candidate architecture elements within an existing category (or type of element, e.g. CSFL, COAL, etc.), or comments to modify or delete an existing element. At the end of the comment period a compilation of all additions and comments is produced and posted to the NAERG site at the NAERG top level. Also at the end of the comment period, all existing comments are marked "Accepted", and candidate elements are marked "Draft", but not included in the main lists. Lists of candidate elements or comments on existing elements may be submitted using a category-specific template. Templates are available for download on the NAERG wiki site,

<https://stalwart.spawar.navy.mil/naerg/ReviewSchedule.htm>

Completed templates should be emailed to the NAERG CM POC.

The process described below will be used to work with Agency POC's with multiple candidate architecture elements or multiple comments for existing element lists.

Additions via Lists.

1. Agency POC fills in NAERG spreadsheet templates for the respective NAE categories with new elements for addition to the NAERG. A separate spreadsheet, following the correct template, must be used for each category. The Agency POC submits the completed spreadsheet to the NAERG CM POC.
2. NAERG CM POC visually reviews the submissions to ensure that the templates are formatted as needed and that the content does not have any significant issues with regards to overall formatting, content, and input structure. He then checks these elements for sanity and compares them against the existing lexicon, producing a conflict report.
3. NAERG CM POC sends the conflict report containing elements in conflict to the submitter for modification or approval to create a homonym

Enclosure (1)

reference for the element.

4. Agency POC modifies proposed elements and resubmits NAERG CM POC.
5. NAERG CM POC reviews the corrected submission and deconflicts homonyms by hand. All new elements are marked "DRAFT" and injected into the NAERG. New elements to an existing list are added in the appropriate category list. New types of elements are placed in their own, new, category.

Lists of Comments on Existing Elements –

1. Agency POC fills in NAERG comment template for the respective NAE categories. A separate spreadsheet, following the correct template, must be used for each category. This spreadsheet must contain at a minimum the Full Element Name and the Element Definition, then commentary describing the proposed change. The Agency POC submits the completed spreadsheet to the NAERG CM POC.
2. NAERG CM POC visually reviews the submission to ensure that the templates are formatted as needed for comments on individual elements. Homonym elements must be deconflicted by hand. Comment spreadsheets are consumed by NAERG scripts and injected into the Discussion articles on a per-element basis, appending to any existing Discussion entries.

Phase II: Agency Review. During Phase II Agency POCs review all proposed changes (additions, modifications and deletions) to the NAERG lists and submit "comments-on-comments". At the beginning of Phase II, a set of NAERG CM reports (spreadsheets) are generated that list all of the new candidates and comments on existing elements, for all the NAERG lists. At the end of each week, within Phase II, updated "comments-on-comments" submissions are appended to existing element discussion articles. At the end of the comment-on-comment period, a compilation of all comments is produced and posted to the NAERG top level.

Comments-on comments can be entered individually at the element page. At the element page, there is a tab marked *Discussion* and this is where the comments are directly entered for the given element.

Multiple comment-on-comment submissions can be generated offline using the set of NAERG CM reports (spreadsheets) as a comment-on-comment template. Submissions should be sent via email to the NAERG CM POC.

Phase III: CHSENG Adjudication. During this initial adjudication period prior to transitioning an element list to the designated agency, RDA CHSENG will review DoN Agency final recommendations and incorporate changes as appropriate. In the event that RDA CHSENG is unable to resolve conflicting final recommendations existing among Agencies, judgment will be deferred to a review board of DoN Agency subject matter experts. RDA CHSENG will use NETWARCOM as final arbiter for comments on operational elements and DON CIO as final arbiter on business elements.

Upon completion of these three phases, the Architecture Element List will be considered final and will be closed to comments until the next scheduled review period. If there is a delay in actions by the review board, RDA CHSENG will still post a final list at the end of Phase III, but unresolved comments will be annotated and results incorporated when conflicts are resolved.

To comment on the configuration management process, or for any other policy or related questions, please contact the ASN RDA CHSENG principal point of contact Mr. Jayson Durham, ASN RDA CHSENG Director of Systems Engineering, at 619-553-2344, jayson.durham@navy.mil