



DEPUTY UNDER SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

March 2, 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Investment Review Board (IRB) Process and Program Manager (PM)  
Accountability

The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2012 requires that all Defense Business Systems (DBS) with a total cost in excess of \$1,000,000 over the future years defense program, appropriated or non-appropriated (all colors of money), must be pre-certified by the Department of the Navy (DON) Chief Management Officer (CMO) and then be certified by the Investment Review Board (IRB) and Defense Business Systems Management Committee. A DBS is an information system, other than a national security system, operated by, for, or on behalf of the Department of Defense, including financial systems, mixed systems, financial data feeder systems, and information technology and information assurance infrastructure, used to support business activities, such as acquisition, financial management, logistics, strategic planning and budgeting, installations and environment, and human resource management.

The DON Information Management/Information Technology (IM/IT) Investment Review Process Guidance provides comprehensive information regarding Pre-Certification and Annual Review documentation, roles and responsibilities and requirements. The DON is required to submit certification packages at least 30 calendar days prior to the IRB. In order to complete necessary pre-certification, DON guidance requires PM/Echelon II Command Information Officers (CIOs) to submit their DBS packages into DITPR-DON at least 35 calendar days prior to that.

In the past, packages submitted late into DITPR-DON were accepted and worked by the respective Functional Area Managers (FAMs), the Department of the Navy Deputy Chief Information Officer (DDCIO) for each service, the Department of the Navy Chief Information Officer (DON CIO) and the DON Deputy Chief Management Officer (DCMO). This process has led to several instances where the Department was late in submitting Annual Review packages to the IRB thus were not in compliance with 10 U.S.C. 2222.

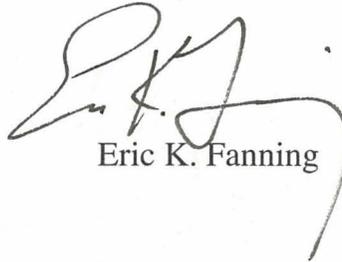
The goal of this memo is to reestablish the package submission at least 65 calendar days prior to the IRB. It is the responsibility of the respective PM/Echelon II CIOs to ensure the system is in compliance with 10 U.S.C. 2222 and the IRB has authorized any obligation of funds. Without the IRB approval, the PM is not authorized to obligate funds for the DBS.

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The IRB submissions will now be tracked to ensure that the FAMs, DDCIOs, DON CIO and DON DCMO have adequate time to ensure compliance with all of the requirements.

Any package submitted late for the IRB process will be subject to additional management internal controls. A consolidated list of late packages will be provided to the Secretary of Navy on an annual basis. PMs with late packages will be required to document their mitigation strategies to prevent non-compliance in the subsequent years. These strategies will be reviewed annually through the DON Business Transformation Council.

We will continue to find ways to lean the pre-certification process in order to compress the timeline necessary for submission. All of this, of course, is subject to revision based on the new NDAA language regarding IRB certification. We will share information regarding these changes as soon as it becomes available. Please direct all inquiries to Ms. JJ Perryman, [janet.perryman@navy.mil](mailto:janet.perryman@navy.mil), my point of contact for this effort.



Eric K. Fanning

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