



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

31 July 2013

MEMORANDUM FOR DISTRIBUTION

Subj: ENTERPRISE MOBILITY AND CLOUD SERVICE PILOT PROJECT GOVERNANCE

Encl: (1) References  
(2) Responsibilities

Effective immediately, any organization planning to initiate a new Enterprise Mobility (EM) or Cloud Service pilot will submit an enterprise information technology standard business case analysis (BCA) or an abbreviated business case analysis (A-BCA) justifying the initiative to the appropriate approving authority (references (a) and (b)). For EM pilots, a completed copy of the Department of Defense Chief Information Officer (DoD CIO) Mobility Pilot Request (<https://intelshare.intelink.gov/sites/mobile/CMD-Pilots/SitePages/Home.aspx>) must be submitted to the Department of the Navy (DON) CIO. The DON CIO, DON Deputy CIO (DDCIO) (Navy) and DDCIO (Marine Corps) are the pilot approval authorities. Associated responsibilities are defined in enclosure (2).

Before executing any funding for an EM or Cloud Service pilot, the steps detailed in this memorandum (enclosure (2)) must be followed. Before executing any funding for EM or Cloud services, hardware, or software, the applicable Information Technology Expenditure Approval Authority (ITEAA) process (reference (c)) must be followed.

DON EM pilots and Cloud Service pilots must meet the objectives of reference (d). Definitions for Enterprise Mobility and Cloud Services are provided in references (e) and (f), respectively. All EM pilots must comply with applicable DoD and DON policy (references (g) – (n)). All Cloud Service pilots must comply with applicable DoD and DON policy (references l - p).

A successful pilot does not necessarily result in adoption of a product or method. All EM and Cloud Service pilots require clear goals, objectives, and measures of performance to facilitate assessments.

My point of contact for this matter is Mr. Peter Ziomek, [peter.ziomek@navy.mil](mailto:peter.ziomek@navy.mil), (703) 695-1944.

  
Terry A. Halvorsen  
Department of the Navy  
Chief Information Officer

Distribution:  
DUSN/DCMO  
DON/AA  
DASN C4I/Space  
OPNAV N2/N6  
HQMC C4

## References

- (a) DON CIO Memo, Department of the Navy (DON) Enterprise Information Technology Standard Business Case Analysis (BCA) Template, 15 April 2011
- (b) DON CIO Memo, Required use of Department of the Navy (DON) Enterprise Information Technology Standard Business Case Analysis (BCA) Template, 30 June 2011
- (c) DON CIO Memo, Department of the Navy (DON) Information Technology Expenditure Approval Authorities (ITEAA), 19 July 2011
- (d) DON CIO Memo, Department of the Navy (DON) Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment, 3 December 2010
- (e) DON CIO Memo, Department of the Navy (DON) Enterprise Mobility Integrated Product Team (EMIPT), 15 May 2012
- (f) NIST Special Publication 800-145, The NIST Definition of Cloud Computing, September 2011
- (g) DoDD 8100.02, Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid, 23 April 2007
- (h) DoD CIO Memo, Use of Commercial Mobile Devices (CMD) in the Department of Defense (DoD), 6 April 2011
- (i) DoD Memo, DoD Commercial Mobile Device (CMD) Interim Policy, 17 January 2012
- (j) DoD Memo, Use of Commercial Mobile Devices not Connected to Department of Defense Networks, 31 July 2012
- (k) DoD Memo, Department of Defense Commercial Mobile Device Implementation Plan, 15 February 2013
- (l) DoD Directive 8500.01E, Information Assurance (IA), 24 October 2002
- (m) DoD Instruction 8500.2, Information Assurance (IA) Implementation, 6 February 2003
- (n) DoD Instruction 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP), 28 November 2007
- (o) DoD Enterprise Cloud Service Broker Cloud Security Model, 9 April 2013
- (p) DoD Chief Information Officer Cloud Computing Strategy, July 2012

## Responsibilities

1. The DON Deputy CIO (Navy) and DON Deputy CIO (Marine Corps) will:
  - a. Designate EM and Cloud Service Pilot Project Approval Authorities to evaluate pilot requests, approve/disapprove pilot requests, and evaluate pilot results. Notify the DON CIO of appointed approval authorities within 30 days of the date of this memorandum.
  - b. Notify DON CIO of pilot approval decisions within 10 days of approval,
  - c. Submit pilot BCA/A-BCA to DON CIO within 10 days of approval.
  - d. Ensure that planned EM and Cloud Service pilots are briefed to the DON CIO.
  - e. Report all EM and Cloud Service pilots already in progress to the DON CIO within 30 days of the date of this memorandum and in coordination with the DON CIO present an overview and update on current EM and Cloud Service pilots to the DON CIO.
  - f. Ensure all EM pilot projects undertaken by the Navy/Marine Corps are integral parts of rationalized Service portfolios and align with DON IT goals.
  - g. Ensure every pilot has Designated Approving Authority (DAA) authorization prior to execution.
  
2. The DON CIO will:
  - a. Act as the EM and Cloud Service Pilot Project Approval Authority for the Secretariat.
  - b. As the Lead for DON EM and Cloud Service, register Service approved EM and Cloud Service pilots with the DoD CIO.
  - c. As the Chair for the Information Enterprise Governance Board (IGB), present pilot approvals and status to the IGB quarterly.
  - d. Maintain situational awareness of EM and Cloud Service pilots in accordance with reference (b).
  - e. Review pilot conclusions and coordinate any resultant implementation plans with major stakeholders and approval authorities.
  - f. Ensure DON EM and Cloud Service pilots take maximum advantage of experience and lessons learned from other Service and DoD projects and pilots, and do not repeat or significantly overlap previous pilots.
  - g. Establish and maintain a library documenting approved Navy, Marine Corps, and Secretariat EM and Cloud Service Pilots, associated results and lessons learned to maintain DON organizational awareness, prevent duplication of effort and improve efficiency.