



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

15 April 2011

**MEMORANDUM FOR DISTRIBUTION**

**Subj: DEPARTMENT OF THE NAVY (DON) ENTERPRISE INFORMATION  
TECHNOLOGY STANDARD BUSINESS CASE ANALYSIS (BCA) TEMPLATE**

**Ref: (a) UNSECNAV memo of December 3, 2010, Subj: Department of the Navy (DON)  
Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment  
(b) DON CIO memo of December 20, 2011, Subj: Department of the Navy (DON)  
Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment**

**Encl: (1) DON Enterprise IT BCA Template**

The Under Secretary of the Navy tasked me to improve the efficiency of our Information Technology (IT) and cyberspace-related procurement and business processes. Per reference (a), all proposed efficiency changes must be based on solid business case analyses (BCAs) that consider costs, risks and operational impacts.

In response to the Under Secretary's tasking, I established Integrated Product Teams (IPTs), per reference (b), to address specific efficiency focus areas. I am requiring each IPT to use the DON Enterprise IT BCA Template, enclosure (1), to support all recommendations and plans presented to the Information Enterprise Governance Board (IGB) for final review and approval. Using this standard BCA template will facilitate "apples to apples" comparisons of proposed alternatives.

The DON Enterprise IT BCA template is based on business cases used in the Department of Defense (DoD) and industry. It has been customized to meet the needs of the DON, but may be tailored as deemed appropriate by the IGB – especially if doing so eliminates additional documentation. It incorporates an Economic Viability (EV) Tool currently in use across the DoD. The EV tool's discount rates are established by the Office of Management and Budget and cannot be changed.

This template is approved for immediate use. My point of contact is: Trish Van Belle ([trish.vanbelle@navy.mil](mailto:trish.vanbelle@navy.mil)).

  
Terry A. Halvorsen

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