



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

12 August 2015

MEMORANDUM FOR DEPARTMENT OF THE NAVY ASSISTANT FOR
ADMINISTRATION
DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION
OFFICER (NAVY)
DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION
OFFICER (MARINE CORPS)

Subj: USE OF INFORMATION TECHNOLOGY BUSINESS CASE ANALYSIS
TEMPLATES

- Ref: (a) Department of the Navy Chief Information Officer Memorandum of April 15, 2011,
Subj: Department of the Navy Enterprise Information Technology Standard Business
Case Analysis (BCA) Template
(b) Department of the Navy Chief Information Officer Memorandum of June 30, 2011,
Subj: Required Use of DON Enterprise Information Technology Standard BCA
Template
(c) Department of Defense Chief Information Officer Memorandum of October 23, 2014,
Subj: Use of Enterprise Information Technology Standard Business Case
(d) Title 40, Subtitle III, Chapter 111, Section 11101
(e) DoD Directive 8115.01 of October 10, 2005, Subj: Information Technology Portfolio
Management
(f) Department of the Navy Chief Information Officer Memorandum of May 15, 2015,
Subj: Acquisition and Use of Commercial Cloud Computing Services

Encl: (1) Definitions for IT and IT Investment

This memorandum establishes Department of the Navy (DON) policy for the use of the DoD Enterprise Information Technology (IT) Business Case Analysis (BCA) Template and the DON IT Abbreviated BCA Template, version 2.0, and cancels references (a) and (b). The Department of Defense Chief Information Officer (DoD CIO) directed Military Department CIOs to incorporate the DoD Enterprise IT BCA into their IT investment review processes (reference (c)). Either the DoD Enterprise IT BCA, which is tailorable based on the scope and nature of the project, or the DON IT Abbreviated BCA, which has been pre-tailored and reflects essential BCA requirements, must be used to analyze all IT investments that exceed existing organizational investment thresholds.

Essential BCA requirements include the following from two or more alternatives: expected costs, cost savings, investment decision measure(s), benefits, operational impacts, and risks. The use of these BCAs will ensure consistency and facilitate comparisons of proposed alternatives. Both the DoD Enterprise IT BCA and the DON IT Abbreviated BCA, version 2.0, are located at <http://www.doncio.navy.mil/ContentView.aspx?id=4665>.

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IT investments that are in progress or already approved may not require a BCA if an existing BCA or Analysis of Alternatives addresses the essential requirements discussed above.

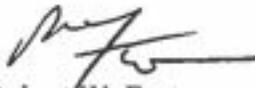
The BCA is applicable throughout the lifecycle of the investment unless there is a significant change in the nature or scope of the original investment. Technology refreshment that significantly enhances or alters the existing investment will require a BCA or an update to the current BCA.

The definitions for "IT" and "IT investment" per references (d) and (e) respectively, are provided in enclosure (1).

Reference (f) provides direction regarding acquiring commercial cloud services in the DON and use of the DON IT Abbreviated BCA for analyzing cloud investments.

To ensure proper implementation and sustainment of this policy, the DON Assistant for Administration (DON/AA), DON Deputy CIO (Navy), and DON Deputy CIO (Marine Corps) will assign a BCA Lead and forward his/her contact information to DON CIO within 60 days of this memorandum's issue date.

This policy is effective immediately. The DON CIO POC is Ms. Anna Tarrant, anna.tarrant@navy.mil, (703) 697-0052.



Robert W. Foster

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Definitions for IT and IT Investment

Information Technology (IT) As stated in reference (d) is:

“(A) with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use (i) of that equipment; or (ii) of that equipment to a significant extent in the performance of a service or the furnishing of a product;

(B) includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources; but

(C) does not include any equipment acquired by a federal contractor incidental to a federal contract.”

IT Investment, per reference (e), is defined as “The development and sustainment resources needed in support of IT or IT-related initiatives. These resources include, but are not limited to: research, development, test, and evaluation appropriations; procurement appropriations; military personnel appropriations; operations and maintenance appropriations; and Defense Working Capital Fund.”