

## Department of the Navy Urgent Data Server and Data Center Waiver Procedures

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In order to prevent negative mission impact by delays associated with the Data Server and Data Center Waiver approval process; in instances when equipment malfunctions endanger operations, or emergent operational mission requirements require expedited data server or data center-related obligations, the following delegation of authority is authorized.

In validated instances of operational need, the DON Deputy CIO (DDCIO) Navy, for Navy data centers; and DON Deputy CIO (DDCIO) Marine Corps, for Marine Corps data centers, are granted the authority to “conditionally approve” immediate obligation of funds for an urgent data server or data center IT Procurement Request (ITPR) prior to “final” approval by DON CIO.

The following requirements apply to all ITPR obligations that require Data Server and Data Center Waivers under the Urgent Data Server and Data Center Waiver Procedure authority:

- Urgent Data Server and Data Center Waivers must still be routed through the normal process after the ITPR obligation to ensure all obligations are properly recorded. (Follow the guidance provided in enclosures 1 through 3).
- Requests and supporting documentation for ITPRs conditionally approved under the Urgent Data Server and Data Center Waiver procedure must be submitted to DON CIO within ten (10) working days for final approval and recording.
- The Urgent Data Server and Data Center Waiver executive summary must include a statement that the procurement has already occurred, and the approximate date of obligation.
  - Note: if the obligation has not yet been executed, a detailed justification for delay must be provided. The expectation is that the situation justifying the Urgent Process is so dire that funds will be obligated within hours of the request being initiated.
- A statement must be included in the Urgent Data Server and Data Center Waiver executive summary stating that the procurement was solely for the repair or replacement of equipment in a validated instance of a significant equipment malfunction with operational impact (including a description of the equipment failure and impact), or to meet an emergent operational mission requirement, explaining why the situation would have degraded the unit’s readiness or mission effectiveness if not addressed via the Urgent process.

This delegated authority does not negate normal IT Procurement Request (ITPR) and budget reporting processes. The Urgent Data Server and Data Center Waiver Procedures are only applicable to the Data Server and Data Center Waiver approval process.