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DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5231.1 CH-1  
(SPC)

06 MAY 1992

(COMPLEX)  
NTC GREAT LAKES INSTRUCTION 5231.1

From: Commander, Naval Training Center, Great Lakes

Subj: AUTOMATED INFORMATION SYSTEMS (AIS) PROCUREMENT APPROVAL PROCEDURES

Ref: (a) SECNAVINST 5236.5  
(b) CNETINST 5231.1B  
(c) SECNAVINST 5231.1BC  
(d) ~~NETPMSA ICF 5230 Code 0634 of 9 Jul 91~~

Encl: (1) ASDP Preparation Guideline and Format (Revised)  
(2) Certification of Computer Resource Requisitions

1. Purpose. To define approval procedures for procurement of Automated Information Systems (AIS) equipment, software, maintenance and supplies.

2. Definitions

a. AIS equipment. For purposes of this instruction AIS equipment includes:

- (1) General purpose micro and minicomputers,
- (2) Word processing equipment such as electronic typewriters,
- (3) Auxiliary equipment such as printers, storage devices, cables, and
- (4) Communication devices such as modems, concentrators, transceivers and multiplexers.

b. Software. Commercially available computer programs.

c. Maintenance. Equipment and software service or repair.

d. Consumable. Printer ribbons or cartridges, removable storage media such as diskettes or tapes, and paper.

3. Background. References (a) through (c) establish Information Resource Management (IRM) and Life Cycle Management (LCM) policy and procedures for Chief of Naval Education and Training (CNET) activities and require preparation of an Abbreviated System Decision Paper (ASDP) before procurement of an AIS project with implementation costs between \$5,000 and \$100,000. Enclosure (1)

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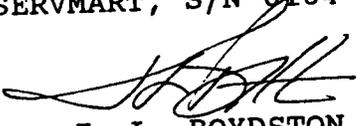
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specifications must accompany all NAVCOMPT 2276s on all AIS equipment such as computers, printers, communication devices and maintenance contracts. Requesting activities shall provide assistance to the NTC Supply Department, Purchasing Division in evaluating "or equal" substitutions prior to contract award. All AIS equipment requests must also include the following statement, regardless of dollar amount:

"I certify that I have the authorization to approve and have so approved in compliance with SECNAVINST 5236.5 as provided by CNETINST 5231.1B"

SIGNATURE  
Deployment ADP Acquisition Approval, (Name)

5. Forms. NAVCOMPT Form 2276 (Rev. 8-81), can be purchased via normal supply channels from SERVMART, S/N 0104-LF-702-2761.

  
J. L. BOYDSTON  
Chief of Staff

Distribution:  
NTCGLAKESINST 5216.5K L  
Lists I and II (Case A (less D, F and H))

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ABBREVIATED SYSTEM DECISION PAPER (ASDP)  
PREPARATION GUIDELINES  
FOR  
SMALL INFORMATION SYSTEM PROJECTS

June 1991

Enclosure (1)

ABBREVIATED SYSTEM DECISION PAPER (ASDP)

1. Need. Outline the need for automation as related to specific elements of the activity's mission. Briefly summarize the functional requirements and information dependent tasks. Describe the current method and evaluate the impact on operations by maintaining the status quo capability.
2. Proposed Solution. Summarize the selected FIP resource solution (functional requirements of the hardware and software) intended to satisfy the information processing need. Identify assumptions and constraints considered in the selection. Explain the acquisition strategy, indicating whether acquisitions will be competitive or non-competitive and from what source they will be acquired. Indicate the milestone schedule of planned events, such as target dates for acquiring equipment and implementing various applications.
3. Other Alternatives Considered. Summarize other alternatives considered and explain why each was not selected as the proposed solution to the automation need.
4. Costs and Benefits. Summarize other alternatives considered and explain why each was not selected as the proposed solution to the automation need.
5. Interface Considerations. Describe the planned or potential interface requirements with other systems, both internal and external to the organization. Indicate whether or not the project will be of an open system architecture. Indicate anticipated advantages, problems, and security vulnerabilities associated with system interfaces.
6. Testing. Describe the developmental, security, and operational tests, as applicable, to be conducted prior to deployment of the information resources.
7. Funding. Identify the source and type of funding expected to be used for the selected alternative. Give the current status of funding in support of the total expected life cycle costs of the selected alternative.
8. Other Comments. Include any additional information that will facilitate understanding and evaluation of the information system proposal. Training, security, privacy, maintenance, mobility and site preparation requirements should be addressed in the section.

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incurred from project initiation through implementation at all sites. These guidelines will address development of the ASDP which incorporates in brief form all the essential elements of the Mission Need Statement and System Decision Papers I through IV. Per CNETINST 5231.1B, an ASDP may be used for projects having a development cost up to \$100,000. The estimated project development cost, i.e., the total nonrecurring (one time) project cost, governs the extent of LCM documentation required and identifies the appropriate project approval authority level. Per CNETINST 5231.1B, the following LCM documentation/approval authority criteria applies to projects within the scope of this guideline.

a. If the estimated cost of an information system project is less than \$5K (nonrecurring or one time cost), no formal LCM documentation is required. It is strongly recommended, however, that some form of abbreviated justification/approval documentation be done, perhaps in the form of a memorandum for the record or executive summary letter which also addresses acquisition strategy.

b. NAVEDTRACOM activities have project approval authority up to \$25K (nonrecurring or one time cost) per information system project and each functional command has approval authority up to \$100K. In each of these cases, an ASDP is required.

c. If the anticipated cost of the project exceeds \$100K or if the project's complexity involves considerable software development, activity project personnel are encouraged to contact NETPMSA Pensacola or the appropriate NETPMSA Detachment for guidance, or submit an official request for functional analysis services per paragraphs 2a and 2b guidance to the appropriate NETPMSA office.

3.3 Establishing a Project Folder. Although an optional item, it is strongly recommended that the assigned analyst set up a project folder with which to store project materials in an orderly manner for use during preparation of the ASDP and for future reference. The project folder will be retained by the analyst while conducting the study and subsequently filed in a retrievable storage area. Suggested items to be retained in the project folder are:

- a. Plan of Action and Milestones (for conducting the analysis).
- b. Points of Contact (name, title, organization, phone number).
- c. Incoming and Outgoing Correspondence.
- d. Memos/Notes/Miscellaneous (e.g., cost estimates, configuration information, responses to project coordination requests, interview and meeting notes, etc.).

e. Smooth copy of the ASDP prepared, copy of the approved ASDP with joint signatures affixed and other documentation as appropriate.

Floppy disks used to archive project data on may also be retained in the project folder.

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c. Funding certification is normally the next step in the LCM approval process and is required prior to submission of the ASDP to the project approval authority. Per CNETINST 5231.1B, approved but unfunded projects must be revalidated annually by the appropriate approval authority to be considered for Program Objective Memorandum (POM) submission.

d. Information system project approval is the last step in the LCM approval process. CNET Instruction 5231.1B designates approval authorities based on total system development (nonrecurring or one time) costs. Once the project is approved and contingent upon the availability of funding, procurement may be initiated.

3.7 Reporting Computer Assets to the Automation Resources Management System (ARMS). SECNAVINST 5238.1C establishes policies and procedures for inventory management, sharing and redistribution of computer resources within the Department of Navy (DON). NAVEDTRACOM activities that have or are in the process of obtaining computer resources are required to report those resources in accordance with reporting requirements prescribed in the SECNAV instruction. Activities are reminded that adherence to the provisions of SECNAVINST 5238.1C is mandatory and became effective 30 September 1989. Amplifying guidance for NAVEDTRACOM activities is provided by CNETINST 5238.1A, Computer Resources Management, of 17 Jan 91. The CNET point of Contact for ARMS is NETPMSA Pensacola, Code 0631, AUTOVON 922-1004 or Commercial 904-452-1004.

4. NETPMSA Points of Contact. Users of this guideline having comments or requiring further assistance should contact:

a. NETPMSA Functional Analysis Branch, Code 0634, AUTOVON 922-1531/1975, or

b. NETPMSA LCM/Quality Assurance Office, Code 06B2, AUTOVON 922-1237/1901.

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Tab A

## APPLICABLE REFERENCES

CNETINST 5231.1B; Information Resource Management (IRM) Policy and Procedures. This instruction is the primary CNET directive for managing NAVEDTRACOM information system projects and Automated Data Processing (ADP) resources in accordance with the Secretary of the Navy (SECNAV) LCM disciplines.

SECNAVINST 5231.1B; Life Cycle Management Policy and Approval Requirements for Information System (IS) Projects. This instruction is the primary SECNAV directive for managing IS projects under the LCM discipline.

NAVDAC Publication 24.2; LCM System Decisions. This publication provides guidance for preparation of the Mission Need Statement (MNS), Abbreviated System Decision Paper (ASDP), and System Decision Paper (SDP) I through IV.

NAVDAC Publication 15; Economic Analysis Procedures for ADP. This publication provides guidance for present value analysis, discount rates, benefit analysis, sensitivity analysis, break-even analysis and other economic analysis related techniques.

NAVCOMPT 7000.38B; Productivity Enhancing Incentive Fund (PEIF)/The Productivity Enhancement Capital Investment Fast Payback Program. This directive provides information on which projects are eligible for these types of funding and the procedures for application.

DODINST 5010.36; Productivity Enhancing Capital Investment (PECI). This instruction establishes policy and prescribes procedures for the DOD Peci program.

SECNAVINST 5233.1B; DON Automated Data System (ADS) Documentation Standards. This instruction provides detailed information on format and content of documentation relative to ADP systems.

OPNAVINST 5239.1A; Automatic Data Processing (ADP) Security Program. This instruction provides guidance and uniform policy on all aspects of ADP security of the Navy.

SECNAVINST 5238.1C; Computer Resources Management. This instruction implements policies and procedures effective 30 September 1989 for reporting federal computer resources for inventory management, sharing and redistribution within the DON.

NAVEDTRACOM Technical Architecture Plan (NETTAP). This document provides technical planning direction for information processing growth from the current architecture baseline to an environment of enhanced enduser computing, expanded use of distributed application systems and interoperability between systems.

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Tab B

Sample Request  
for  
NETPMSA Functional Analysis Services Letter

5230  
Ser 00XX/123  
7 May 1991

From: (Name of requesting organization)  
To: (Name and address of appropriate NETPMSA office  
as identified in paragraphs 2a and 2b)  
Via: (Appropriate chain of command addressees as applicable)  
Subj: REQUEST FOR FUNCTIONAL ANALYSIS SERVICES  
Ref: (a) CNETINST 5231.1B

1. In accordance with reference (a), this letter requests subject NETPMSA services to assess information processing needs in the (activity name) Administrative Services Office, Code 1100, Building 123.
2. The existing system of manually routing inter-office and external correspondence is cumbersome and untimely. An electronic "chop chain" system for office correspondence would provide for a more efficient means of reviewing and sharing information, and improve responsiveness to the customer.
3. Request assistance in this area as soon as possible. My project point of contact is (Name of POC), Code 111, AUTOVON 123-1234 or Commercial 901-123-1234.

JOHN P. JONES

Copy to:  
(As appropriate)

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TAB C

ASDP PREPARATION GUIDELINE and FORMAT

ABBREVIATED SYSTEM DECISION PAPER (ASDP)

ACTIVITY: (Activity long title)

ADDRESS: (Full activity address including Zip Code)

POINT OF CONTACT: (Activity POC name & title) AUTOVON: (Phone No.)

1. Need. Outline the need for automation as related to specific elements of the activity's mission. In non-technical terms, briefly summarize the functional requirements and the information dependent tasks that a small computer would process. Describe the current method and evaluate the impact on operations of maintaining the status quo capability. The following comments further clarify requirements for writing the need statement:

a. Begin by scoping the project, i.e., conduct an assessment of the manual functions to be automated and/or automated functions to be enhanced to include identification of:

- (1) Where the functions are physically performed.
- (2) Representative workloads (normal and peak periods).
- (3) Information processing resources available (people, equipment, services).
- (4) Major problems or limitations with current capabilities.
- (5) Information systems in operation or planned.
- (6) The extent of user information processing expertise.
- (7) Availability of project funding.

This initial assessment of the project will help in organizing the project and determining project magnitude.

b. The Need section should begin by addressing the directive which established the organization and delineated its mission and functions. This information can generally be found in the activity's organizational manual. The functional area(s) within the activity

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Need (Continued).

e. Examples of common functional areas for microcomputer off-the-shelf software applications are:

- (1) Word Processing
- (2) Office Automation
- (3) Time Management
- (4) Spreadsheet
- (5) Data Base (File/Records) Management
- (6) Graphics
- (7) Project Management

f. Once the need has been identified and documented, discussion with subject matter experts and technicians of NETPMSA, vendors or other organizations should be conducted early in the project to determine the availability of operational information systems or software packages which can perform all or part of the required functions of the project. As alternatives for solving the information processing needs occur to the analyst, each should be thoroughly evaluated for technical and operational feasibility, and cost effectiveness prior to selection of a proposed solution.

2. Proposed Solution. In developing viable automation alternatives to resolve deficiencies and support the need, the analyst researches past experience, consults with subject matter experts and technical personnel within and outside of the NETPMSA organization, and considers ideas and desires from functional users. Consultation with commercial vendors may also be a desirable course of action, however, exercise caution to avoid any misunderstanding of commitment on the part of the government.

a. Project cost estimates should be developed for each technically and/or operationally feasible alternative through coordination with various areas having expertise in hardware/software configurations, communications, application software development and maintenance, computer operations and systems maintenance, acquisition, etc., as applicable. The user supplies cost figures for the current (baseline) operation. If costs are required for information systems operated by NETPMSA, they are provided by NETPMSA Code OOB and/or appropriate system management personnel. Cost estimates must include one-time development and annually recurring items, both ADP and non-ADP. Typical types of costs are: hardware, software (application and system), maintenance, communications, manpower, travel, training, contract services, supplies, and others, as appropriate.

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3. Other Alternatives Considered. Alternatives in addition to the proposed solution must include, as a minimum, maintaining the status quo option (continuing the current operation) and use of the nearest NARDAC or NAVDAF to satisfy the information processing requirement. Summarize alternatives considered and explain why each was not selected as the proposed solution based on shortcomings with technical and/or operational feasibility, and/or cost effectiveness.

a. All other alternatives should be identified, described and evaluated in terms of the rationale for rejection. The first "other alternative" is "maintain the status quo." Refer to the last Paragraph in the Need section, Summary of Need, for rationale to complete this discussion.

b. If alternative solutions were evaluated and rejected on the basis of cost, cost estimate displays must be identified for those alternatives.

c. Use of existing information processing resources (hardware, software, personnel, etc.) should be thoroughly evaluated and reasons for rejection stated.

d. Refer to Tab E for examples of "other alternatives", and rationale their evaluation, consideration and rejection.

4. Cost and Benefits. Summarize projected costs (personnel, hardware, software and facilities) of each feasible alternative in becoming an operational system and identify the expected benefits (improvements to functional support, cost savings, offsets, etc.). The importance of quantifying anticipated savings and/or offsets is stressed to ensure a strong proposal that will present itself well if competing for funds. List the costs for the proposed solution first, followed separately by costs for any other alternatives that were costed. Costs are displayed by fiscal year based on the milestone dates. Benefits are quantified to the maximum extent possible, identifying any anticipated offsets through implementation of the proposed solution. Alternatives are compared on the basis of total information system cost. Life cycle cost, any cost avoidances and return on investment are generally expressed in current fiscal year dollars. Discounted project costs are displayed in a present value analysis over the system life cycle. The analyst summarizes the comparison and states conclusions. Tab E contains a sample economic analysis/present value analysis and cost derivation. Please note that economic analysis formats may vary based on the scope and complexity of the project.

a. Budget quality project costs, i.e. project costs which are based on realistic and sound estimates, should be submitted to ensure establishment of the appropriate project approval authority level. The total of all non-recurring project costs (both funded and unfunded) are used to determine the approval authority level.

b. The same cost elements should be identified for the proposed solution and other alternatives so that reasons for rejection, if based on cost, can be equally evaluated.

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c. If the requirement for system interface capabilities exists, anticipated advantages or associated problems should be carefully reviewed and documented.

d. See Tab E for examples of Interface considerations section.

6. Funding. Are there funds available to support the life cycle costs of the proposed solution? The organization for which the project is being conducted is the first source for project funding. If there are no funds available within the organization for the project, several avenues present themselves. The functional command, major claimant or special interest groups may be sources of funding depending on the nature of the project. Additionally, Computer Acquisition Program funds administered by NAVDAC, Productivity Enhancing Incentive Funds or Productivity Investment Funds may also be available. Explain the plan for seeking funding in sufficient detail to support obtaining project approval as an unfunded requirement. Identify the source and type of funding. Guidance can be obtained on these latter two methods from NETPMSA, Code 06B2, and applicable references listed in Tab A.

a. Total funded and unfunded project costs should be identified separately in terms of non-recurring OPN and O&M,N funding and recurring O&M,N funding.

b. If funds are already available, the type, and source of funding, i.e., activity, functional command, major claimant, OP sponsor, SYSCOM, etc. should be identified.

c. If funds are not available, address what method(s) will be used to obtain funding (i.e., higher authority, Productivity Investment Funds (PIF), Productivity Enhancement Investment Funds (PEIF), out-year funding, etc.

d. See Tab E for a Funding paragraph example.

7. Acquisition Strategy. Describe proposed method of acquisition, e.g., competitive, sole source, umbrella/requirements contract, GSA schedule, etc.

a. The proposed method of acquisition should be clearly identified.

b. If the procurement will be competitive, sole source or requirements contract, rationale for procurement method should be clearly stated. For standalone microcomputer procurements, use of the current Navy microcomputer contract is strongly recommended. Activities should coordinate with NETPMSA Code 0631, AUTOVON 922-1554/1004 or their servicing supply/procurement office for detail microcomputer contract guidance.

c. See Tab E for example of an Acquisition Strategy.

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Joint Signature (Continued).

Note: Typed name, title and organization of signing official should appear beneath the approval signature line.

b. The validator is normally the requesting official from the project organization who identified the requirement for automation and has first hand knowledge of the need.

c. For projects exceeding \$25K total development (nonrecurring or one time) cost, NETPMSA technical certification is required in accordance with CNETINST 5231.1B. The technical certifying official is the NETPMSA representative who is verifying the ASDP for adherence to prescribed LCM directives, the NAVEDTRACOM Technical Architecture Plan (NETTAP), NAVEDTRACOM Communications Plan (NETCOM), Component Information Management Plan (CIMP), other DOD/DON information processing initiatives and standards, and impacts or applicability to existing ISSs.

d. The funding certification official is normally the organization budget officer or comptroller, or an individual in this capacity at higher authority level.

e. The approval authority is based upon a total project development (nonrecurring) cost threshold level. For guidance in determining the appropriate project approval authority, refer to CNETINST 5231.1B or contact NETPMSA Code 0634 at AUTOVON 922-1531/1975 or Code 06B2 at AUTOVCN 922-1237/1901.

f. Please note, any action and/or additional resource requirements subsequent to project approval which increase the nonrecurring or one time project cost estimate dollar total by more than 15% or was excluded from prior approval, requires inclusion in a new or revised ASDP and a new decision approval.

g. The project organization should retain the original (signed) validated/approved ASDP and forward a copy to the NETPMSA LCM/Quality Assurance Office, Code 06B2 within 30 days of approval.

h. Refer to Tab E for an example of the Joint Signature paragraph.

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## TAB D

## WORD PROCESSING SURVEY TECHNIQUES

1. General. The following survey techniques provide guidance on evaluating typing workloads to determine word processing requirements. The major emphasis is to remove calculations, estimations, and data interpretation from typists and assign them to an impartial observer. The utilization of word processing vendor survey teams is not recommended. Experience has proven that these surveys are biased toward the vendor's equipment. If at all possible, in-house talent or impartial civilian study groups should be utilized to conduct WP feasibility and implementation studies.
2. Purpose. This survey is designed to identify actual typing being done within the total secretarial effort of a specific organization, and to translate this data into hours and/or pages of typing performed. The prescribed procedures are directed toward obtaining accurate and complete information. Such information is a prerequisite to the cost effectiveness analysis required to determine the advisability of conversion to a word processing system.
3. Period of Survey. Adequate data can generally be compiled in two weeks, but this can be influenced by the work cycle. If the survey weeks are not considered typical and the average typing workload cannot be determined within two weeks, the survey should be extended to average out high and low production periods. Known peak workloads which do not occur during the survey period should be included in overall typing requirements.
4. Survey procedures
  - a. Survey team. The size of the survey team assigned to examine the need for word processing will be determined by the number and size of offices to be serviced, as well as the time frame in which the survey must be completed. After becoming familiar with the overall requirements of this instruction, the survey team should begin their study by conducting the survey described below.
  - b. Personnel briefing
    - (1) The principal people who generate data for the survey are typists, clerk-typists, stenographers, and secretaries in the organization who produce typed copy, including drafts, working papers, and/or memoranda for the record. Other members of the organization who do their own typing, correspondence composing or document authoring should also be included. The survey team must brief these personnel to impress the need for accurate and complete data and to explain the survey procedures.

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### TYPING TASK DATA

DATE RECEIVED	DATE COMPLETED
TYPIST	TIME SPENT TYPING (Minutes)
WORD ORIGINATOR/AUTHOR	GRADE/RANK

HOW RECEIVED (Check most applicable box)

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> LONGHAND   | <input type="checkbox"/> SHORTHAND<br>DICTATION | <input type="checkbox"/> SELF COMPOSED |
| <input type="checkbox"/> TYPED COPY | <input type="checkbox"/> MACHINE<br>DICTATION   |  |

DOCUMENT SIZE (Check one)

- |                                    |   |                                   |
|------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> 1/4 PAGE  | <input type="checkbox"/> 1/2 PAGE   | <input type="checkbox"/> 3/4 PAGE |
| <input type="checkbox"/> FULL PAGE | <input type="checkbox"/> Multiple pages _____ No. of pages<br>(Increments of 1/4 pages) |                                   |

TYPE OF DOCUMENT

- |                                 |  |                                      |
|---------------------------------|--|--------------------------------------|
| <input type="checkbox"/> LETTER | <input type="checkbox"/> DIRECTIVE       | <input type="checkbox"/> PUBLICATION |
| <input type="checkbox"/> MEMO   | <input type="checkbox"/> OTHER (Specify) |                                      |

CLASSIFICATION

- |                                       |                                       |                                 |
|---------------------------------------|---------------------------------------|---------------------------------|
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| <input type="checkbox"/> FOUO         |                                       |                                 |

OUTPUT TYPE (Check one)

- |                                     |                                |                                   |
|-------------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> DRAFT      | <input type="checkbox"/> FINAL | <input type="checkbox"/> REVISION |
| <input type="checkbox"/> REPETITIVE |                                |                                   |

OPNAV 5210/44 (Rev. 3-76)

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TAB E

## ABBREVIATED SYSTEM DECISION PAPER (ASDP)

\*\*\*\* SAMPLE \*\*\*\*

ACTIVITY: General Training Activity, Naval Air Station, Pensacola,  
Florida 32508

POINT OF CONTACT: LCDR I. M. Validator AUTOVON: 922-1234

1. Need. The General Training Activity was established by (INSTRUCTION NO.) as an echelon four activity under the cognizance of the Chief of Naval Technical Training. Its mission is to provide administrative and logistics support for the initial training of newly conscripted naval officer and enlisted personnel.

a. The General Training Activity uses a combination of traditional manual and limited automated data processing methods in fulfillment of its management, administrative and logistics duties. In light of the limitations associated with manual or partially automated and non-standard functions, deficiencies have been identified in the following areas:

(1) Secretaries and clerical staff must prepare letters, notices and memos, distribute written correspondence, maintain appointment calendars and reminder files for organizational staff. Clerical personnel must also prepare, edit, file and retrieve typewritten material, maintain libraries of reusable text, rearrange lists, perform proofreading, spelling checks, formatting and oftentimes multilingual translation on typewritten material. The professional staff relies heavily on interoffice data support to compose correspondence and various types of written materials, store information in a systematic order and to retrieve, arrange, sort and format information, as specified.

(2) Deficiencies identified in the General Training Activity operations in the office automation/information management areas include redundant effort to produce correspondence, reports and briefings, slow communications among departments/branches, poor utilization of personnel and manpower-intensive effort in budgeting and accounting, resources tracking and requisitioning, and personnel records management. Continued operation in this manual mode is considered unacceptable and potentially detrimental to General Support Activity's training mission.

(3) The Comptroller Department supports the General Training Activity mission by establishing and maintaining dynamic programs for efficient management of financial resources and improvement of training cost effectiveness and support operations. In its support

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a. As identified in Figure 2-01, procure (STATE NUMBER REQUIRED and SPECIFY MAKE/MODEL) microcomputers with associated peripherals and software to provide office automation/management information processing capabilities to the (IDENTIFY FUNCTIONAL AREAS/ORGANIZATIONAL ENTITIES SPECIFIED IN THE NEED). (SPECIFY VENDOR NAME) integrated word processing software or equivalent should be procured to provide industry standard editing and formatting features and authoring aids, and will enable integration of text and graphics files thus allowing easy design and manipulation of documents containing both.

b. Procure off-the-shelf software packages which will satisfy requirements for spreadsheet, data base management, office automation and data communications, if required.

c. Contingent upon the availability of funding, the following POA&M will apply:

	<u>START</u>	<u>COMPLETE</u>
	(D = Project Commencement Date)	
	(n = number of months)	
Project Approval/Provision of Funding		D
Procurement of ADPE/Software	D	D + 6
Installation of Hardware/ Implementation of Software/ User Training	D + 6	D + 7

3. Other Alternatives Considered. The following options for providing office automation/management information support for the General Training Activity were also evaluated. Please note that a separate paragraph should be developed for each alternative under consideration.

a. Maintain the Status Quo. Continuance of current method of operation will negate any significant opportunity for improving the information processing efficiency of the General Training Activity. The Comptroller and Budget Departments are constrained by diminishing personnel resources (quantify) and ever increasing workloads (quantify), antiquated office equipment and a predominance of manual systems in performance of its work. (Note: if additional personnel are needed to perform the function satisfactorily, identify and provide costs for what is required) The current method of processing information does not provide a viable means of satisfying stated needs of the Comptroller and Budget Departments and will only perpetuate the information processing limitations under which the departments must operate. This alternative is considered operationally infeasible, detrimental to the accomplishment of the General Training Activity mission and is therefore rejected from further consideration.

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b. Benefits

(1) Provides standardization of functions and critical information processing requirements.

(2) Provides improved efficiency and management of resources through establishment of responsive data communications.

(3) Creates an anticipated 35% increase in personnel effectiveness and efficiency, and results in a cost avoidance equating to \$45K in redundant manual effort based on functional user costs under the current operation. Additionally, anticipate a CDA savings of \$35K will be achieved as a result of implementing the proposed solution.

(4) Uses off-the-shelf software and existing hardware to provide for compatible future growth.

5. Interface Considerations. No external interfaces are presently identified for office automation/management information system processing. This project will, however, establish the foundation for future Defense Data Network (DDN) interface connectivity with CNET, NETPMSA and other activities having DDN connectivity.

6. Funding. Nonrecurring ADP funding requirement is \$4,700.00 (O&M,N) for hardware/software acquisition; \$1,800.00 for user training and implementation; and, \$2,000.00 for local data line installation and site preparation. Annual recurring O&MN funding requirement is \$2,500.00 for hardware/software maintenance, data line rental and supplies. Funding will be provided by the Chief of Naval Technical Training in FY91 and outyears.

7. Acquisition Strategy. Procurement will be accomplished by the General Training Activity through use of the (CURRENT NAVY MICROCOMPUTER REQUIREMENTS CONTRACT).

8. Other Comments.

a. The proposed solution adheres to the standardization and interoperability guidelines contained in the Naval Education and Training Technical Architecture Plan (NETTAP).

b. Special provision for site preparation is unnecessary with the proposed solution.

c. Microcomputers which contain personnel data are subject to the provisions of the Privacy Act. Care will be taken to protect confidentiality.

d. Equipment security will be maintained through controlled access to hardware, data and secured office spaces during nonworking hours. The role of these microcomputers is not considered a key factor in the event of full scale mobilization.

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(SAMPLE)

	<u>MODEL/CLIN NO.</u>	<u>UNIT PRICE</u>
Basic Computer System	CLIN XXXXXX	\$X,XXX.XX
20MB Hard Disk	CLIN XXXXXX	XXX.XX
Memory Expansion of 2 MB	CLIN XXXXXX	XXX.XX
Dot Matrix Printer	CLIN XXXXXX	XXX.XX
RGB Color Monitor	CLIN XXXXXX	XXX.XX
Dial Up 2400 Baud Modem	CLIN XXXXXX	XX.XX
Surge Suppressor	CLIN XXXXXX	XX.XX
Power Converter	CLIN XXXXXX	XXX.XX
Wordstar Professional	CLIN XXXXXX	XX.XX
Enable	CLIN XXXXXX	XXX.XX
dBase III	CLIN XXXXXX	XX.XX
Graftalk	CLIN XXXXXX	XX.XX
Timeline	CLIN XXXXXX	XX.XX
TOTAL NONRECURRING HARDWARE/SOFTWARE COST		\$X,XXX.XX

Figure 2-01

PROPOSED HARDWARE/SOFTWARE CONFIGURATION

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06 MAY 1992

TAB F

\*\*\* SAMPLE ASDP FORWARDING LETTER \*\*\*

5230  
(Org. Code)  
(Date)

From: Commanding Officer, General Training Activity,  
Pensacola, FL  
To: Chief of Naval Technical Training (CNTECHTRA), Naval Air  
Station, Millington, TN 38054  
Via: Commanding Officer, Naval Education and Training Program  
Management Support Activity (NETPMSA), Code 06,  
Pensacola, FL 32509

Subj: AUTOMATED DATA PROCESSING SUPPORT FOR GENERAL TRAINING  
ACTIVITY PENSACOLA

Ref: (a) CNETINST 5231.1B

Encl: (1) Abbreviated System Decision Paper (ASDP)

1. This letter forwards a validated ASDP, enclosure (1), for NETPMSA technical certification, and CNTECHTRA funding certification and project approval in accordance with reference (a). The draft version of the ASDP was informally reviewed by the NETPMSA prior to finalizing.

2. Enclosure (1) addresses information processing deficiencies which are adversely impacting the efficiency of key training support functions within the Comptroller and Budget Departments. The functional areas of resource management, and administrative and logistics support require immediate augmentation of existing information processing capability to offset recent manpower reductions and relieve significant information processing limitations. Continued operation in the existing deficient environment is anticipated to be detrimental to the General Training Activity's training mission.

3. The proposed solution recommends procurement of compatible personal computers and off-the-shelf software via the current Navy microcomputer requirements contract to augment existing information processing equipment. This action is consistent with the NAVEDTRACOM Technical Architecture Plan. Immediate functional user needs will be satisfied and allowance made for future growth. Site preparation is not required. CDA/DPI educational services will be used to accomplish user training. NETPMSA will provide follow-on technical support based upon availability of resources. A \$xxx/year cost avoidance and \$xxx/year cost savings will be achieved through implementation of this proposal.

06 MAY 1992

## TAB G

## GUIDELINES FOR LOCAL AREA NETWORK (LAN) ASDP PREPARATION

Planning for installation of a LAN requires adherence to the provisions of LCM. Guidelines for activity prepared ASDP documentation addressed in paragraph 3 and the ASDP preparation guideline and format at Tab C provide general guidance in developing LCM documentation for LAN projects falling within the scope of this small IS project guideline. Specific LAN project guidance outlined below is presented within the framework of the ASDP document format.

1. Need. Expand upon the typical information processing deficiency/need information prescribed in the corresponding Tab C paragraph by identifying specific deficiencies and needs relating to functional requirements that will be best satisfied by a LAN. Examples are:

a. The need to standardize basic office functions such as word processing and electronic mail on off-the-shelf software of choice, while maintaining interface compatibility with wide area networks and host supported systems.

b. Improving user access and optimizing sharing of limited peripheral equipment within office spaces.

c. Providing rapid and flexible user access to shared data bases for automated office functions and corporate management information.

d. Improving inter-office data communications capability and responsiveness of interactive processing through use of high speed local communications and file server(s) independent of less flexible centralized host support.

e. Improved responsiveness to the user on oversight administration of automated office operational support.

f. Identification of specific functions and operational capabilities required of the LAN.

2. Proposed Solution. Following the content guidelines for the corresponding paragraph as prescribed in Tab C, summarize the specifics of the LAN hardware and software configuration and include discussion on all key LAN related issues such as application software, processing requirements, wiring/installation, communication interfaces and operational support that apply. Be certain that the project plan of action and milestones is realistic and covers all key action items from project approval/funding through LAN administrator/enduser training and implementation.

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06 MAY 1992

5231  
Ser

From: Commanding Officer, (Command)  
To: Automated Data Processing Security Officer (ADPSO)  
Subj: CERTIFICATION OF COMPUTER RESOURCE REQUISITIONS  
Ref: (a) SECNAVINST 5231.1B  
(b) SECNAVINST 5236.5

1. Per references (a) and (b), you are appointed as an approval authority for computer resource requisitions.
2. You are to familiarize yourself with the requirements of, and ensure compliance with, references (a) and (b).

Commanding Officer

Copy to:  
NTC (096) (Supply Department - Purchasing Division)

Enclosure (2)



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5231.1 CH-1  
SPC

05 JUL 1994

NTC GREAT LAKES (COMPLEX) INSTRUCTION 5231.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: AUTOMATED INFORMATION SYSTEMS (AIS) PROCUREMENT APPROVAL  
PROCEDURES

Encl: (1) New Enclosure (1) to Basic Instruction

1. Purpose. To issue Change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction:
  - a. Page 1, Heading, insert "(COMPLEX)" after LAKES.
  - b. Page 1, reference (c), change to read "SECNAVINST 5231.1C."
  - c. Page 1, reference (d), delete.
  - d. Page 1, paragraph 3., change line 1, "References (a) through (d)" to read "References (a) through (c)."
  - e. Page 2, paragraph 4.d., line 1, change "reference (d)" to read "reference (c)."
  - f. Remove enclosure (1), pages 1 through 5, insert new enclosure (1), pages 1 and 2.
  - g. Page 3, Distribution, change "NTCGLAKESINST 5216.5K" to read "NTCGLAKESINST 5216.5L."

  
J. B. SANDKNOP  
Chief of Staff

Distribution:  
NTCGLAKESINST 5216.5L  
List I and II (Case A (less D, F, and H))

JUL 05 1994

## ABBREVIATED SYSTEM DECISION PAPER (ASDP)

1. Need. Outline the need for automation as related to specific elements of the activity's mission. Briefly summarize the functional requirements and information dependent tasks. Describe the current method and evaluate the impact on operations by maintaining the status quo capability.

2. Proposed Solution. Summarize the selected FIP resource solution (functional requirements of the hardware and software) intended to satisfy the information processing need. Identify assumptions and constraints considered in the selection. Explain the acquisition strategy, indicating whether acquisitions will be competitive or non-competitive and from what source they will be acquired. Indicate the milestone schedule of planned events, such as target dates for acquiring equipment and implementing various applications.

3. Other Alternatives Considered. Summarize other alternatives considered and explain why each was not selected as the proposed solution to the automation need.

4. Costs and Benefits. Summarize other alternatives considered and explain why each was not selected as the proposed solution to the automation need.

5. Interface Considerations. Describe the planned or potential interface requirements with other systems, both internal and external to the organization. Indicate whether or not the project will be of an open system architecture. Indicate anticipated advantages, problems, and security vulnerabilities associated with system interfaces.

6. Testing. Describe the developmental, security, and operational tests, as applicable, to be conducted prior to deployment of the information resources.

7. Funding. Identify the source and type of funding expected to be used for the selected alternative. Give the current status of funding in support of the total expected life cycle costs of the selected alternative.

8. Other Comments. Include any additional information that will facilitate understanding and evaluation of the information system proposal. Training, security, privacy, maintenance, mobility and site preparation requirements should be addressed in the section.

Enclosure (1)

NTCGLAKESINST 5231.1 CH-1

JUL 05 1994

9. Joint Signatures.

Submitted:

\_\_\_\_\_  
(Program Manager)

Functional Requirement Validated:

\_\_\_\_\_  
(Functional Manager)