May 3, 2007

INSPECTOR GENERAL INSTRUCTION 7950.1

ACQUISITION OF INFORMATION TECHNOLOGY RESOURCES

FOREWORD

This Instruction establishes policies, procedures, and assigns responsibilities for acquiring information technology resources in the Department of Defense Office of Inspector General. Proper justification, procurement, and distribution of resources are defined.

This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:
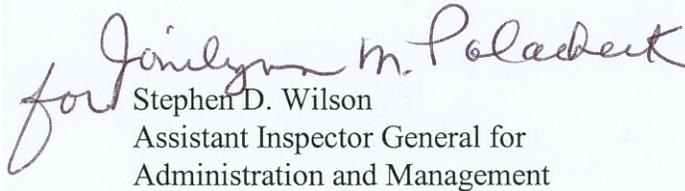
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2 Appendices – a/s

A.   **Purpose.** This Instruction establishes policies and assigns responsibilities for acquiring information technology (IT) resources in the Department of Defense Office of Inspector General (DoD OIG).

B.   **Cancellation.** This Instruction supersedes IGDINST 7950.1, *Acquisition of Automated Information System (AIS) Resources*, May 23, 2000.

C.   **Applicability**

   1.   This Instruction applies to the Offices of Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components.

   2.   The provisions of this Instruction cover the life cycle of all OIG IT from requirement definition through operational and replacement phases. The IT is used within the broadest context, to include architecture, support infrastructure services, databases, communications, business applications, related software and hardware for applications developed, maintained, and operated by the OIG. Minimally, this includes automated data processing (ADP) resources and telecommunications resources (people, money, hardware, software, and data) and the processes required to coordinate IT development among the OIG components and the OIG customer base.

D.   **Scope.** The OIG will develop and manage IT in accordance with the law, Executive Branch policy, and DoD directives, to include other referenced information.

E.   **Definitions.** See Appendix A.

F.   **Policy**

   1.   Ensure maximum effectiveness of expenditures for IT resources.

   2.   Optimize distribution of IT resources.

   3.   Maximize the use of existing Government-owned IT resources.

   4.   Ensure standardization and/or compatibility of IT resources.

   5.   Acquire IT resources to improve productivity and mission performance.

   6.   Emphasize competitive procurement to achieve mission requirements and achieve economies.

   7.   Ensure that all major IT resource acquisitions are supported by functional requirements documentation that includes a mission statement, functional description, anticipated cost savings or productivity improvements, potential alternatives, and a justification

for the recommended alternative. Minor IT resource acquisitions shall be supported by modified requirements documentation.

8.   Ensure that volume purchases, available indefinite quantity contracts negotiated through the competitive procurement process, and other initiatives are used to achieve economies, compatibilities, effective maintenance, and supply support.

9.   Ensure that proposed requirements comply with appropriate OIG standards.

10. Ensure that the acquisition process recognizes the importance of safeguarding the accuracy, security, and integrity of sensitive information.

G.   Responsibilities

1.   The **Chief Information Officer (CIO)** shall:

a.   Provide guidance to ensure appropriate allocation of resources consistent with mission requirements and budget constraints.

b.   Encourage the OIG components to share ideas, experience, software applications, projects, and resources.

c.   Validate all IT resource Acquisition Requirement Documents (ARD). The CIO can delegate validation authority, as required.

d.   Provide efficient and effective management and control of IT resource requirements.

2.   The **Information Systems Directorate (ISD)** shall:

a.   Evaluate various acquisition strategies for IT resources.

b.   Review and consolidate IT resource acquisition requests to ensure effective acquisition.

c.   Apply, in conjunction with the OIG components, life-cycle management principles in planning, defining requirements, costing, and acquiring IT resources to ensure effectiveness at the lowest overall cost.

d.   Review the ARDs submitted by the OIG components.

e.   Assist functional managers in determining the IT resources needed to support their mission, establishing what the IT resources must do, and documenting their IT resource requests.

f.   Maintain current information on available hardware and software technologies that may meet OIG component needs.

g.   Establish the proper control of IT resource requests from the OIG components and promptly provide the current status in coordination with the Administration and Logistics Services Directorate (ALSD).

h.   If the estimated value of the IT resource request exceeds $500,000, prepare an Advanced Acquisition Plan (AAP).

i.   Prepare IT resource requests and related budget proposals.

j.   Monitor the performance and progress of IT resource requests.

k.   Enter IT resource requests in the Contracting Center for Excellence (CCE) electronic Defense Automated Requisition Tracking System (eDARTS) and monitor these entries.

3.   The **OIG Component Heads** shall:

a.   Develop internal procedures to prepare and approve the ARD in close coordination with the ISD.

b.   Designate a functional manager or point of contact for each IT acquisition.

c.   Prepare procurement requirements.

d.   Consult the ISD, as required, to explore priorities, needs, and alternatives for meeting component IT resource requirements.

e.   Ensure the IT resources effectively support the OIG mission, goals, and objectives.

f.   Ensure that all IT resources are entered properly into the Defense Property Accountability System (DPAS). This includes assigning individual responsibility for all IT resources and notifying the inventory manager of changes.

g.   Monitor the status of each IT resource request until operational.

h.   Prepare related budget proposals.

4.   The **Office of Security** or **Sensitive Compartmented Information (SCI) Information System Security Officer (ISSO)** shall review requests for IT resources that are used to process For Official Use Only (FOUO) information or are stored in secured areas.

5.   The **Comptroller** shall:

a.   Certify the availability of funds.

b. Forward the IT resource request to the ALSD, or contracting office.

c. Prepare a Military Interdepartmental Purchase Request (MIPR) if the contract office requires a MIPR.

d. Review and present IT resource requirements with other budget requirements to the Inspector General for approval of the agency budget submission.

6. The **ALSD** shall:

a. Review the IT resource request to determine the appropriate method of procurement (i.e., supply stock, purchase card purchase, or contracting office).

b. Process IT resource requests that can be procured via supply stock and Government purchase card.

c. Forward all other IT resource requests to the ALSD Purchasing Branch or other selected contract office.

d. Review the IT acquisition package.

e. Determine appropriate method of acquisition, sole source or competitive procurement, order, or contract or procurement via another contracting office.

f. Provide status to the ISD and/or the functional manager.

H. **Procedures.** These procedures apply to all IT resource requests. An ARD shall be submitted for every IT resource request.

1. **Acquisition Initiation and Concept Development**

a. The functional manager shall initiate the ARD. The ARD may be prepared on paper and delivered to the ISD, or may be prepared electronically and sent to the ISD via the Intranet. The ARD shall include at least the requester identification, description/statement of work, mission need, cost benefit analysis, cost, and security sections. Other sections, such as concept of operation, training requirements, delivery/acceptance, continuity of operations, and approval statements may be added. Appendix B explains information that shall be placed in these required and optional sections. Each OIG component shall establish a priority for each ARD based on OIG Component Head goals and objectives. The priorities to be used are highest, exceptional, or normal.

b. There are three types of ARD - major, minor, and purchase card. The functional manager must follow the definitions at Appendix A to determine which type of ARD to prepare. Contact the ISD if assistance is needed.

c.   Functional managers preparing a major ARD shall establish a required operational date (ROD) of at least six (6) months from the date the ARD is submitted to the ISD.

d.   Functional managers preparing a minor ARD shall establish a ROD of at least three (3) months from the date the ARD is submitted to the ISD.

e.   Functional managers preparing a purchase card ARD shall establish a ROD of at least one (1) month from the date the ARD is submitted to the ISD.

f.   The Office of Security or SCI ISSO shall review the ARD if any FOUO or classified information is to be processed on the IT resource or if the IT resource is to be stored in a secure area.

g.   Submit an electronic request via the on-line system. If technical support is required, contact the ISD Technical Support Center.

2.   **System Specification and Acquisition Development**

a.   The ISD shall conduct a market survey, review documents provided by the functional manager, and prepare required acquisition documents.

b.   The ISD staff shall review the ARD and recommend concurrence/nonconcurrence action to the CIO or designate.

c.   The CIO or designate shall validate all ARDs.

d.   The ISD staff shall enter all major, minor, and purchase card IT resource requirements exceeding the purchase card limit in the OIG APS and monitor the request.

e.   If a purchase card ARD for the card limit or less is submitted, the ISD shall prepare the required forms for a purchase card request, send the proper forms to the contractor, and prepare a record of the transaction. Commitment of funds, procedures used by the ISD, and verification of the procurement must be in accordance with IGDINST 4100.33, *Government Wide Commercial Purchase Card Program*, July 21, 2003.

f.   The ISD shall process the requirement for any request over the purchase card limit via eDARTS. The ISD shall ensure that all required documentation is submitted with each IT resource requirement. The completed acquisition package shall be forwarded to the ALSD, which will ensure that the required documents are attached to the data entered in eDARTS. The ALSD shall ensure that all documents required by any other contract office are attached when another contract office is used by the OIG.

g.   The **Comptroller** shall:

(1)   Approve funding for each major, minor, or purchase card ARD over the purchase card limit.

(2)   Prepare a MIPR, if required by the contract office.

h.   The ALSD, the ISD, or the Comptroller, shall forward the acquisition package for each major, minor, or purchase card ARD over the purchase card limit to the contract office after the Comptroller has committed funds.

3.   **Operational Test and Deployment**

a.   The ALSD shall receive all IT hardware and software except that shipped directly to OIG field activities.

b.   The ALSD shall place the IT resource in the inventory system and transfer it to the appropriate functional manager.

c.   The ALSD shall provide an electronic mail (e-mail) message to the ISD, stating the IT resource has arrived and has been delivered or that the ALSD needs assistance in delivering the IT resource. The telephone may be used in an urgent situation.

d.   The functional manager shall perform operational tests. User operational tests shall consist of properly executed procedures to verify that the IT resource performs to stated requirements in the ARD.

e.   The **Functional Manager** shall:

(1)   Notify the ISD and the ALSD by e-mail that the IT resource has been delivered, operates properly, and has been accepted.

(2)   Take proper care of the assigned IT resource.

(3)   Notify the ISD of maintenance support needs.

(4)   Notify the OIG inventory manager of any changes to individual responsibility.

f.   The ISD shall perform system tests. System tests shall consist of appropriate network, software, hardware, and communications tests.

g.   The ISD shall maintain warranties, service policies, and supplies for IT resources.

4.   **Post Deployment**

    a.   The functional manager shall conduct program reviews at least annually to determine the IT resource effectiveness and security needs and inform the ISD of the review results.

    b.   The functional manager shall prepare an ARD to replace an IT resource. The ARD will be prepared in accordance with paragraph H.1.

APPENDIX A
DEFINITIONS

1.   **Acquisition Package** includes all acquisition documentation in accordance with Defense Intelligence Agency Manual 44-2.

2.   **Advanced Acquisition Plan (AAP)** is the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at reasonable cost.

3.   **Chief Information Officer (CIO)** is the senior official appointed by the Inspector General who is responsible for developing and implementing information resources management in ways that enhance the OIG mission performance through the effective and economic acquisition and use of information. The CIO is the Assistant Inspector General for Administration and Management.

4.   **For Official Use Only (FOUO)** is a designation that is applied to unclassified information that may be exempt from the mandatory release to the public under the Freedom of Information Act (FOIA). The FOIA specifies exemptions 2-9 may qualify information containing national security, personal privacy of individuals, trade secrets, proprietary, unauthorized access to, etc., withheld from release to the public if, by its disclosure, a foreseeable harm would occur.

5.   **Functional Manager** is the person assuming major responsibility for the process most affected by the IT resource.

6.   **Hardware** is physical equipment, as opposed to programs, procedures, rules, and documents, associated with the operation of a system.

7.   **Information Resources** are any combination of hardware, software, and telecommunications, along with the automated and manual procedures necessary to accomplish organizational missions and objectives. Information resources also include the personnel and funds associated with the collection, creation, use, and dissemination of information.

8.   **Information Technology** is the hardware and software used for Government information, regardless of the technology involved, whether computers, communications, micrographics, or other (Office of Management and Budget Circular A-130).

9.   **Major IT Acquisition** is a single purchase of hardware and/or software and/or services that costs $100,000 or more.

10.   **Market Survey** is the collecting and analyzing of information about capabilities within the market to satisfy agency needs. Market survey does not involve requesting and receiving quotations.

APPENDIX A (cont'd)
DEFINITIONS

11.   **Minor IT Acquisition** is a single purchase of hardware and/or software and/or services that costs less than $100,000 but more than the purchase card limit.

12.   **Operational Tests** are tests performed on IT resources by the user to validate or ensure compliance with functional performance requirements.

13.   **Purchase Card IT Acquisition** is a single purchase of hardware and/or software whereby acquisition will be made via Government purchase card.

14.   **Required Operational Date (ROD)** is the date the functional manager needs the system available for use.

15.   **Software** is a program or application that enables automated equipment to produce information-based outputs.

16.   **Statement of Work (SOW)** describes the work or services to be performed.

17.   **Systems Tests** are tests performed on IT hardware and software by the ISD to validate or ensure compliance with system integration and maintenance requirements.

APPENDIX B
ACQUISITION REQUIREMENTS DOCUMENT GUIDE

A.   REQUESTOR INFORMATION

1. **COMPONENT CODE (Required).** Enter the appropriate Component code.

    ORGANIZATION (Required). Enter the appropriate division and branch.

2. **FUNCTIONAL MANAGER (Required).** Identify the person responsible for managing the resource when it is received.

3. **TELEPHONE NUMBER (Required).** Self-explanatory.

    INTERNET E-MAIL ADDRESS (Required). Self-explanatory.

4. **LOCATION (Required).** Enter the physical location where the resource will reside.

5. **SYSTEM NAME (Required).** Enter the current or new system unit this resource will connect, operate, access, etc. (e.g., Hotline, LAN, Office Automation, Personnel, or Budget).

6. **PRIORITY (Required).** Highest, exceptional, or normal operational need. Highest implies organization need is impaired. Exceptional implies the current or existing organizational system or process is impacted.

7. **REQUIRED OPERATIONAL DATE (Required).** Enter the date the functional manager requires the system to be in place and operational. Normally, this date is not earlier than 30 days for a purchase card acquisition, 90 days for a minor acquisition, and 180 days for a major acquisition.

B.   DESCRIPTION/STATEMENT OF WORK (Required). State appropriate information, such as the product commercial name; describe the required features/functions/ specifications; if to be developed, describe the requirements; describe work to be performed by the contractor; identify compliance requirements (e.g. Year 2000 compliance, directives, or other).

C.   MISSION NEED (Required). State appropriate information, such as current and/or future OIG missions the resource will support; address the impact procuring this resource will have on the mission or business process; authority (such as Deputy Inspector General, Director) empowering the request; how the resource will be used; justification for a priority other than normal; justification for a required operational date of less than 30, 90 or 180 days; other justification for procuring the resource; state whether this is a programmed or unprogrammed requirement.

APPENDIX B (cont'd)
ACQUISITION REQUIREMENTS DOCUMENT GUIDE

D.   COST BENEFIT ANALYSIS (Required). State appropriate information, such as which processes will benefit or be improved by the resource; address the benefits and/or improvements expected; the advantages/disadvantages of other alternatives. Include status quo as an alternative. Cost savings, payoffs, and return on investment are important elements.

E.   COST (Required). State appropriate information, such as costs for acquisition, recurring upgrades and maintenance, integration, and special programming. Address quantities and suggested contractor(s). Address whether funding is approved.

F.   SECURITY (Required). State information, such as level of classification, security measures that must be taken, whether portions of the system are unclassified and other portions are classified, whether computer certification will be required by the Designated Approving Authority (DAA), and other security issues.

G.   CONCEPT OF OPERATION (Optional). State appropriate information, such as how the system will be deployed, users, how the system will impact the workflow or process, identify interface requirements, address replacement issues, address support requirements (communications, maintenance, local area network, non-OIG), address user responsibilities, and address security requirements.

H.   TRAINING REQUIREMENTS (Optional). State appropriate training requirements for this project. Include additional cost, quantity, or suggested contractor information.

I.   DELIVERY/ACCEPTANCE (Optional). State delivery sites other than 400 Army Navy Drive and address user test/acceptance requirements.

J.   CONTINUITY OF OPERATIONS/MOBILIZATION (Optional). State whether a backup system is needed. If so, what is required? Include additional cost, quantity, or suggested contractor information.

K.   APPROVAL STATEMENT (Optional). State whether the requestor's supervisor or the Component's Information Systems Liaison Working Group Representative approved the request. If support is required from organizations other than your own, state whether the appropriate managers have approved.

L.   ATTACHMENTS (Optional). State whether other documents, such as price quotes, specifications sheets, or sole source justification, shall be submitted separately by e-mail.