DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON, DC 20310-0107

02 FEB 2005

Office, Chief Information Officer/G-6

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accelerating the Use of Commercial Off-The-Shelf (COTS) Information Technology (IT) Software and Services

1. The Clinger-Cohen Act and other Federal policies, laws, and regulations require the use of COTS. DoD Directive 8000.1, "Management of DoD Information Resources and Information Technology", Section 4.6.3, states: "Maximum use shall be made of Commercial-Off-the-Shelf (COTS) and Non-Developmental Item (NDI) products and services when refining, engineering or redesigning functional processes." DoD Directive 5000.1, "The Defense Acquisition System", Section E1.1.18, "Products, Services, and Technologies", identifies the order of preference for DoD in acquiring capabilities. The first order of preference is: "The procurement or modification of commercially available products, services, and technologies, from domestic or international sources, or the development of dual-use technologies..."

2. To ensure compliance with the Federal policies regarding Commercial-Off-The-Shelf Information Technology/Nation Security Strategy (IT/NSS), each System Program Executive Office/Major Subordinate Commands (PEO/MSC) will establish and report a baseline of its commercial IT/NSS software assets, its non-commercial IT/NSS software assets, its commercial IT/NSS services, and its non-commercial IT/NSS services. The baseline will be developed and maintained at the system/program level and at a Component summary level, and will be reported by Mission Area domain. This baseline will enable the Army leaders and managers to determine the current status of commercial IT/NSS software and services, plan for increasing their use, and measure progress toward achieving the DoD goal.

3. To initiate this process, all PEOs and MSCs are required to gather and provide data for an initial baseline of commercial software and services, beginning with FY'04 information. To assist the Office of the Assistant Secretary of Defense, Networks and Information Integration (NII), in establishing an initial baseline, I request that the template (attached) Sections 1, 3, and 4 only, be completed and returned to the Acquisition Oversight/Certification Division. Please send your template, via e-mail, to the POC, Ms. Vanessa Wiggins, NLT February 7, 2005. For the first year, reporting by Mission Area domains shall be limited to the Business Mission Areas domain. Beginning on November 15, 2005, and each year thereafter, each System will also complete Section 2 (Measures) and Section 5 (Confirmation). This data will also be utilized as part of the CIO/G-6 Portfolio Management Review Process.

SUBJECT: Accelerating the Use of Commercial Off-The-Shelf (COTS) Information Technology (IT) Software and Services

4. DoD Directive 8000.1 defines Information Technology (IT), as any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by the DoD component. See E2.1.8. *NSS* is defined as any telecommunications and information systems operated by the U.S. Government – the functions, operation, or use of which (1) involves intelligence activities; (2) involves cryptologic activities related to national security; (3) involves command and control of military forces; (4) involves equipment that is an integral part of a weapon or weapons systems; or (5) is critical to the direct fulfillment of military or intelligence missions. Subsection (5) in the preceding sentence does not include procurement of automatic data processing equipment or services to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications). See E2.1.9.

5. In order to hold Systems PEOs/MSCs accountable for accelerating the use of commercial solutions in DoD and to obtain senior leadership visibility into the progress toward achieving this goal, each PEO/MSC must annually confirm, beginning on November 15, 2005, and each year thereafter, that its System is in compliance with this memorandum, and report the results achieved toward meeting the goal of increasing the use of commercial IT/NSS in the Army. The Army CIO/G-6 will annually compile a composite of all Systems input and I will confirm to DoD that we are on a path to achieving the goal of increasing COTS utilization.

6. Each System PEO/MSC shall devise an approach to increasing the use of commercial IT/NSS software and services. My POC for this action is Ms. Vanessa Wiggins, (703) 604-7149, Vanessa.Wiggins@us.army.mil.

for [signature] 36(P)

JOSEPH L. YAKOVAC, JR
Lieutenant General, GS
Military Deputy/Director Army
Acquisition Corps
2 Feb 2005
(Date)

[signature]

STEVEN W. BOUTELLE
Lieutenant General, GS
Chief Information Officer/G-6
13 JAN 2005
13 JAN 2005
(Date)

SUBJECT: Accelerating the Use of Commercial Off-The-Shelf (COTS) Information Technology (IT) Software and Services

DISTRIBUTION:
PROGRAM EXECUTIVE OFFICES:
AIR, SPACE AND MISSILE DEFENSE
AMMUNITION
AVIATION
CHEMICAL AND BIOLOGICAL DEFENSE
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT
COMMAND, CONTROL, COMPUTERS, TACTICAL
ENTERPRISE INFORMATION SYSTEM
INTELLIGENCE, ELECTRONIC WAREFARE AND SENSORS
SIMULATION, TRAINING AND INSTRUMENTATION
SOLDIER
TACTICAL MISSILES
ACQUISITION SUPPORT CENTER
HQAMC
AFSC – U.S. ARMY FIELD SUPPORT COMMANDAMCOM – U.S. ARMY AVIATION & MISSILE COMMAND
CECOM – U.S. ARMY COMMUNICATIONS-ELECTRONIC COMMAND
CMA – U.S. ARMY CHEMICALS MATERIALS AGENCY
RDECOM – U.S. ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND
TACOM – U.S. ARMY TANK-AUTOMATIVE & ARMAMENTS COMMAND
USASAC – U.S. ARMY SECURITY ASSISTANCE COMMAND

ATTACHMENT

COTS IT/NSS Software and Services Template

_____
(System Name)

PM/MSC: _____
Telephone #:_____
E-Mail: _____

Note: "This fiscal year" refers to the fiscal year in which the report is forwarded to the DCIO, e.g. on 1 October or 15 November. The "last fiscal year" refers to the fiscal year immediately before "this fiscal year".

1. Baselines

The baseline for the last FY'04:

a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

The baseline for the Business Mission Area domains established as of 2004 is:

Financial Management,
a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Acquisition,
a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Human Resources Management,
a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Installation & Environment
a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Logistics,

a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Strategic Planning/Budgeting,

a. ($) for commercial IT/NSS software
b. ($) for non-commercial IT/NSS software
c. ($) for commercial IT/NSS services
d. ($) for non-commercial IT/NSS services

Other Mission Area domains will be reported in the above format beginning on 15 November 2005 for the domains established as of that date.

2. Measures

Note: the "previous fiscal year" refers to the fiscal year immediately prior to the last fiscal year. For example, if this fiscal year is 05, then the last fiscal year is 04 and the previous fiscal year is 03.

a. The percent increase/(decrease) for commercial IT/NSS software from the previous fiscal year to the last fiscal year is (%)

b. The percent decrease/(increase) for non-commercial IT/NSS software from the previous fiscal year to the last fiscal year is (%)

c.The percent increase/(decrease) in commercial IT/NSS services from the previous fiscal year to the last fiscal year is (%)

d.The percent decrease/(increase) in non-commercial IT/NSS services from the previous fiscal year to the last fiscal year is (%)

The above measures will be reported by Mission Area domain beginning with the Business Mission Area domains in 2004 and in 2005 for other domains established by that date.

3. Key Actions and Major Accomplishments

The following are key actions we have taken to promote the use of commercial IT/NSS Software and services:

(List of Key Actions)

Specific examples of our major accomplishments are:

_____

(Brief Description of Major Accomplishments)

4. Plans

a. The plans to continue to increase the use of COTS software and commercial services are: (Major Planned Actions or Activities)

b. The estimated targets for % increases in commercial software for this fiscal year and the next four fiscal years are (FY, FY+1, FY+2, FY+3, FY+4).

c. The estimated targets for % increases in commercial services for this fiscal year and the next four fiscal years are (FY, FY+1, FY+2, FY+3, FY+4).

The above plans shall be detailed for each Mission Area domain, beginning with the Business Mission Areas in 2004 and in 2005 for other domains established by that date.

5. Confirmation

I confirm that during the last fiscal year _____ increased its use of COTS

(System Name)

IT/NSS software and its use of commercial services in its acquisition programs and operational

systems. Our goal is for a further increase this fiscal year of (%) in software and

(%) in services.

OR

During the last fiscal year _____ did not increase its use of COTS

(System Name)

IT/NSS Software and/or its use of commercial services in its acquisition programs and

operational systems due to the following reasons:

_____.

(Articulation of Reasons)

Our goal is for an increase of (%) this year in software and (%) in services.

System PM/POC Signature/Date