



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 5230.22
OP-162
06 OCT 1986

OPNAV INSTRUCTION 5230.22

From: Chief of Naval Operations

Subj: MANPOWER, PERSONNEL AND TRAINING (MPT) INFORMATION
RESOURCES MANAGEMENT (IRM) PROGRAM

Ref: (a) SECNAVINST 5224.1 (NOTAL)
(b) DOD Directive 7740.1 of 20 Jun 83 (NOTAL)
(c) Firm Temp Reg 10 CFR Chapter 201, Appendix A of
22 JAN 85 (NOTAL)
(d) SECNAVNOTE 5230 of 27 Feb 85 (NOTAL)
(e) SECNAVINST 5231.1B (NOTAL)
(f) CNO (OP-01) memo Subj: OP-01 Business Plan
of 6 Sep 85 (NOTAL)
(g) SECNAVINST 5230.9A (NOTAL)
(h) OMB Circular 130 of 12 Dec 85 (NOTAL)
(i) SECNAVINST 5232.1 (NOTAL)
(j) DOD memo Subj: Assigned Responsible Agent (ARA)
for data standards maintenance of 8 Jul 83 (NOTAL)
(k) SECNAVINST 5212.5C (NOTAL)
(l) SECNAVINST 5214.2A (NOTAL)
(m) OPNAVINST 5214.7 (NOTAL)
(n) DIR DONPIC ltr ser 902G/187640 of 27 Jul 79 (NOTAL)

Encl: (1) Definition of Terms
(2) DON IR Program Planning
(3) MPT IRM Planning Process
(4) Business Planning/IRM Overlay
(5) MPT IS&T Policy Guidance
(6) MPT IRM Board Mission & Functions
(7) DON MPT IRM Program
(8) MPT Consumer Liaison Group

1. Purpose. To establish policies, strategies, responsibilities, and a framework for meeting MPT information requirements (hereafter referred to as the MPT IRM Program).

2. Cancellation. OPNAVINST 5230.20.

3. Definitions. Terms used in this instruction are defined in enclosure (1). Familiarity with terms in enclosure (1) is essential to understanding key concepts of the MPT IRM Program.

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4. Applicability and Scope. Applicable to information, information systems (manual and automated), and information technology. Key effected areas include information requirements analysis, management of automated information systems, information technology management, data elements, information collection, privacy and security of information, statistical activities, forms, reports, and records used in support of MPT mission requirements Navy-wide.

5. Authority. References (a) through (m) provide general goals and objectives for IRM. Reference (g) assigns the Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO (MPT)) (OP-01) responsibility for information resources (IR) program planning for MPT (hereafter referred to as the MPT Functional Sponsor). Enclosure (2) provides an overview of the DON Information Resources (IR) Program Planning Process.

6. Goal. To improve mission readiness through cost-effective planning, acquisition, management, and use of information, information systems, and information technology.

7. Policy

a. Program Management. An overview of the MPT IRM planning process is provided in enclosure (3). A description of the essential relationship between MPT business goals and objectives and IRM is provided in enclosure (4). Details regarding this concept will be provided in supporting documents. The MPT IRM Program will be:

(1) Directed toward sound implementation planning principles based on mission requirements and the Navy Long Range MPT Strategy.

(2) Centrally coordinated to ensure planned initiatives respond to functional needs, to reduce redundant reporting and achieve standardization and resource sharing.

(3) Designed to respond to current and future needs by assessing MPT information requirements based upon functional architectures.

(4) Structured to distribute information resources while emphasizing centralized control of data and communications.

b. Data Management

(1) Data Collection: Data will be collected once and used/reused by anyone who is authorized access. Data is converted into machine readable form as soon in the data flow as

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possible. Validation checks for error identification, correction, control and updating are also accomplished early in the data life cycle. Redundant collection will only be authorized for specific functions such as verification.

(2) Data Storage: Each item of official information should be retained in only one place, unless multiple storage locations are specifically authorized for security, integrity, privacy or efficiency. Storage should be managed in a way that promotes sharing, availability, protection, and transportability.

(3) Data Control: The purpose of control is to minimize the uncertainty that the data in data systems correctly reflect actual events as they occur. Data will be controlled through the enforcement and auditing of data standards.

(4) Data Element Functional Sponsorship: All corporate data elements will have a designated data sponsor. The data sponsor is the organization having authority to define the data element, establish its legal values and authorize its use and update. This organization is also responsible for policy decisions which impact the data element. The data sponsor will interpret or develop functional policies necessary to comply with MPT requirements, designate offices authorized to update or modify the values of that data and when appropriate define the range of legal values that are authorized.

(5) Data Archiving/Destruction: Data will be archived or destroyed following the requirements for records disposition identified in reference (k). Essentially each originator determines the current and retention (historical) requirements and the processing (record/information holding) command retains the data accordingly.

(6) Data Standards: Data Standards will be developed and enforced to improve data management, enhance data quality, and achieve a shared data environment.

c. Information Systems and Technology (IS&T) Management. IS&T represents an indispensable tool for improving mission readiness. MPT IS&T efforts will be designed to:

- (1) Ensure a clear link to MPT mission requirements.
- (2) Improve productivity, program management and operational performance.
- (3) Encourage cost-effective acquisition, management, and use of IS&T resources.

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(4) Continue current information support with minimal interruption or degradation.

Note: Additional IS&T guidance is provided in enclosure (5).

8. MPT IRM Program Strategy

a. Short-term

(1) Restructure the planning process to reflect an integrated strategic approach to achieving MPT IRM Program objectives.

(2) Perform Navy-wide Total Force Functional Sponsor responsibilities, identified in reference (g), to the maximum extent permitted by available resources.

(3) Produce a MPT Functional Sponsor Plan providing Navy-wide policy guidance for MPT information resources (IR) support.

(4) Assess and evaluate Component Information Management Plans (CIMPs) identifying MPT information support requirements, as identified in reference (g). Completion of a Information Requirement Plan (IRP) is part of the CIMP requirement.

(5) Convene functional, technical and operational workgroups to discuss key MPT IRM issues.

(6) Issue standards, guidelines, bulletins and memoranda to facilitate MPT IRM program implementation.

(7) Develop a MPT Information Resources Directory (IRD) to provide a primary reference and ready access to functional and technical users of MPT information, information systems and information technology.

(8) Give primary emphasis to the achievement of MPT IRM goals within the Manpower, Personnel and Training Information Systems (MAPTIS) Program; and issue guidance to organizations having MPT information support responsibilities Navy-wide.

(9) Develop an interface methodology for MPT data users outside the MAPTIS constituency.

(10) Encourage development of prototype projects in support of the MPT IRM Program.

b. Long-term

(1) Develop a Transition Plan to achieve a shared data environment through implementation of subject area data bases and target functional and technical architectures.

(2) Integrate, throughout the MPT data users environment, reporting requirements in order to eliminate redundant reporting burdens. Recognize and facilitate the sharing of MPT data among all organizations with MPT data requirements.

(3) Provide technical guidance in achieving MPT IRM goals Navy-wide and technical assistance to the maximum extent permitted by available resources.

(4) Establish a MPT IRM Program management and feedback control capability to facilitate tracking progress, and identify costs and benefits.

9. Action

a. MPT IRM Board. This executive flag-level board provides general program direction, establishes priorities, and assures consistency of information support activities with program and mission objectives. Enclosure (6) charters the MPT IRM Board.

b. MPT IRM Program Director. Per enclosure (7), as MPT IRM Program Director, the Director, Total Force Information Resources and Systems Management Division (OP-16) will:

(1) Coordinate establishment of overall policy, plans and procedures for MPT IRM.

(2) Represent DCNO (MPT) (OP-01) as MPT Functional Sponsor in Navy-wide IRM policy and planning activities (examples include the DON IR planning committee which meets twice each year in February and August).

(3) Develop and maintain an Information Resources Directory (IRD) reflecting information, information systems and information technology supporting MPT mission requirements.

(4) Establish and chair MPT IRM organizational policy and planning efforts as required.

(5) Coordinate review and approval of POM/budget/IS Life Cycle Management (LCM) IRM projects and programs with various resource sponsors.

(6) Liaison with pertinent officials in establishing IRM review capabilities that will satisfy audit requirements identified in reference (c) and other pertinent sources.

(7) Produce MPT IRM procedures and publications such as standards, guidelines, and bulletins to be used in the implementation of MPT IRM.

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(8) Ensure integration of MPT IRM information support planning by OP-01 Division Directors with OP-01 planning initiatives.

(9) Coordinate the development of the MPT Functional Sponsor Plan (FSP) and the review of other plans by OP-01 Division Directors as required by reference (g).

(10) Coordinate development and implementation of baseline and target functional architectures (or their equivalent).

(11) Encourage development and implementation of Technical Architectures (or their equivalent) to provide cost effective information support, consider security and fulfill functional requirements in a manner that maximizes resource sharing within MPT.

(12) Ensure that all developmental and operational ISs supporting the MPT functional areas are cost effective and functionally effective, and consistent with approved IRM policy and direction.

(13) Review periodically all ISs supporting the MPT functional area to identify common information requirements, eliminate duplicative or overlapping systems, and identify functional requirements not met by existing IS support.

(14) Provide and enforce standards for development and maintenance of functional and technical architectures once completed.

(15) For IS projects with total costs exceeding \$1,000,000, coordinate approval of all Mission Elements Needs Statement (MENS) at life cycle management (LCM) Milestone O and provide copy of the approved MENS to appropriate organizations.

(16) Ensure appropriate Information Systems Executive Board (ISEB) membership in all LCM milestone reviews for IS projects as prescribed in reference (e).

(17) Ensure that no IS project is funded in the DON POM without prior approval of the MENS.

(18) With Director, DON Information Resources Management (DIRDONIRM), coordinate or actively participate in interface functions between functional sponsors as outlined in reference (g).

(19) Review annually the effectiveness of the planning process established by this instruction and recommend appropriate changes where needed.

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c. MPT Consumer Liaison Group. This group provides working-level support to the MPT IRM Board. Enclosure (8) charters the MPT Consumer Liaison Group.

d. OP-01 Division Directors. In recognition of the critical importance of information to mission performance, OP-01 Division Directors will:

(1) Represent their respective functional areas for MPT IRM policy formulation, planning and validation of information requirements.

(a) Manpower (Including contractors): Director, Total Force Programming/Manpower Division (OP-12).

(b) Personnel:

Military: Director, Military Personnel Policy Division (OP-13)

Civilian: Office of Civilian Personnel Management (OCPM) in conjunction with the Director, Civilian Personnel Programs Division (OP-14).

(c) Training and Education: Director, Total Force Training and Education Division (OP-11).

(d) Human Resources Management: Director, Human Resources Management Division (OP-15).

(2) Ensure development and implementation of an integrated approach for meeting information requirements in their respective functional areas.

(3) Ensure MPT-related initiatives in IRPs developed by components identified in reference (g) are valid, coordinated, and responsive to MPT strategic guidance and Navy-wide Component Information Management Plan (CIMP) review requirements.

(4) Serve as members of the MPT IRM Board.

(5) Provide working-level representation to MPT Consumer Liaison Group activities.

(6) Provide input to MPT Functional Sponsor Planning Guidance required 15 March each year.

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(7) Ensure development and implementation of baseline and target functional architectures (or their equivalent) in their respective areas.

e. As prescribed in reference (g) components, major commands and offices will:

(1) Develop and submit CIMPS to OP-16, Functional Sponsor for MPT.

(2) Establish and maintain liaison with OP-16 for validation and coordination of MPT information resource requirements.

f. Manpower, Personnel and Training Information Systems (MAPTIS) commands, as defined in enclosure (1), will establish command-level IRM steering mechanisms to implement requirements identified by the MPT IRM Board.

g. Within the context of reference (n), the DCNO(MPT) (OP-01) and the Deputy Comptroller of the Navy (NCD) are program co-sponsors for ongoing MAPTIS Interface projects to improve the Navy's pay and personnel systems. As the lead office for the Pay and Personnel Source Data System (SDS) and MAPTIS/Joint Military Pay System (JUMPS) interface, OP-01 is responsible for determining objectives, time-phasing, and support requirements, and for appraising progress. Additional details concerning MAPTIS interfaces are provided in enclosure (1).

10. Implementation. OP-16 will provide short-term implementation guidance within 30 days. Copies of implementing documents should be forwarded to OP-16 within 180 days.



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DEFINITION OF TERMS

NOTE: For purpose of clarity, where there is a conflict in the definition of a term, the DOD Directive 7740.1 of 20 June 1983 definition is used.

ADP: Automated Data Processing, usually in reference to digital processing using computers and computer related equipment.

AIS: Automated Information System

CIMP: Component Information Management Plan, produced annually in response to SECNAVINST 5230.9A of 16 October 1985.

Communications: Transmitting, remitting, or receiving signs, signals, writing, images, sounds, or intelligence of any nature including the use of verbal, visual, or electromagnetic systems such as wire, telephone, radio, telegraph, microwave, telemetry, satellite, laser, infrared, or optics.

Computer Resource: Any resource (i.e., hardware, software, services, supplies, and spare parts) acquired under the provisions of part 70 of the Department of Defense Supplement to the Federal Acquisition Regulation. Generally, computer resources are used for data processing, text (word) processing, data communications, and other automated functions (SECNAVINST 5231.1B of 8 March 1985). See also "Information Technology."

Corporate Data: Data required by more than one organization responsible for MPT management, data that are official in nature, of historic value, or data that are classified or privacy related.

Data: Assumed, given, measured, or otherwise determined facts or propositions used to draw a conclusion or make a decision. Data are the inputs (raw materials) of an information system (SECNAVINST 5231.1B of 8 March 1985).

Data Architectures: These document the structure, characteristics, and interrelationships of corporate data. To support the information flow architectures, data architectures determine the logical relationships of data to organizational functions.

DIRD: Data and Information Resource Directory

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DIRDONIRM: Director, Department of Navy Information Resources Management (OP-945 ADDU directly to ASN(FM))

DRM Program: The Manpower, Personnel and Training Data Resource Management Program established in recognition of the value of data and the need to manage data as a corporate resource.

MPT data is managed as a resource because from it information is produced that is essential to management of all other resources (dollars, equipment, etc.).

Functional Sponsor: The Functional Sponsor provides planning guidance; ensures that information systems (ISs) supporting the MPT functional area are effective and affordable; performs reviews to identify common information requirements, eliminate duplicative or overlapping systems; and fill gaps in existing IS support. The Deputy Chief of Naval Operations (Manpower, Personnel and Training) (DCNO) (MPT) (OP-01) is designated in reference (g) as the Functional Sponsor for Navy MPT information systems (ISs). OP-16 acts for OP-01 in this capacity.

FIRMR: Federal Information Resources Management Regulations.

Information: 1. The meaning people assign to data that increases their knowledge with regard to an item of interest. Information usually is derived from the assembly, analysis, or summarization of data (DOD Directive 7740.1 of 20 June 1983). 2. The meaning people assign to data that increases their knowledge about something. Information is the output (product) of an information system (SECNAVINST 5231.1B of 8 March 1985). 3. Knowledge such as facts, data or opinions in numerical, graphic or narrative forms whether oral or maintained in mediums such as computerized data bases, paper, microform or magnetic tape (SECNAVINST 5230.9A of 16 October 1985).

Information Collection: The obtaining or soliciting of facts or opinions through the use of written report forms, application forms, schedules, questionnaires, reporting or recordkeeping requirements, or other similar methods (DOD Directive 7740.1 of 20 June 1983).

Information Flow Architectures: Used to document the processes and the movement of information used to support functional requirements.

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Information Requirements Plan (IRP): IRPs are a vehicle for communicating the information requirements of Navy organizations to Navy-wide functional sponsors and provide for more detailed discussion of the component's information requirements. A separate IRP is prepared for each functional area that is supported by component activities.

Information Resource (IR): 1. Information itself and all resources related to its management; including personnel, equipment, funds, and technology (SECNAVINST 5230.9A of 16 October 1985). 2. Any resource which provides necessary support for an IS project. IS resources include manpower and fiscal resources necessary to acquire the people, equipment, facilities, and procedures needed for IS acquisition, deployment, operation, and maintenance (SECNAVINST 5231.B of 8 March 1985).

Information Resources Management (IRM): Within MPT, IRM includes information, information systems (automated & non-automated) and information technology. Other definitions include the following: 1. the planning, budgeting, organization, directing, training, and control associated with information. The term encompasses both information itself and the related resources, such as personnel, equipment, funds, and technology (SECNAVINST 5230.9A of 16 October 1985). 2. The policy, action, or procedure concerning information (both automated and nonautomated) that management establishes to serve the overall current and future needs of the organization. IRM policy and procedures address such areas as availability, timeliness, accuracy, integrity, privacy, security, auditability, ownership, use, and cost-effectiveness of information (DOD Directive 7740.1 of 20 June 1983).

Information System (IS): 1. People, equipment, and facilities operating together in accordance with established procedures to collect, refine, combine, communicate, store, or retrieve information (SECNAVINST 5231.1B of 8 March 1985). 2. The structure used for the repetitive conversion of data into information; whether automated or nonautomated, it normally involves personnel, equipment, and procedures (DOD Directive 7740.1 of 20 June 1983).

Information System Resource: Any resource which provides necessary support for an IS project or for operation of an IS. IS resources include manpower and fiscal resources necessary to acquire the people, equipment, facilities, and procedures needed for IS acquisition, deployment, operation and maintenance (SECNAVINST 5231.1B of 8 March 1985).

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Information Technology: 1. The hardware and software used in connection with information, including computers, telecommunications, micrographics, and all other relevant technologies (SECNAVINST 5230.9A of 16 October 1985). 2. Any technology used to process (i.e., collect, refine, combine, communicate, store, or retrieve) information. Information technology includes hardware, software, services, supplies, and spare parts needed for data processing, text (word) processing, data communications, other communications, micrographics, reprographics, printing, and other information processing functions (SECNAVINST 5231.1B of 8 March 1985). 3. Such technical resources as automatic data processing (ADP), telecommunications, micrographics, reprographics, office information systems, and other office automation used to address problems in information handling, use, processing, storage, and management (DOD Directive 7740.1 of 20 June 1983).

Interoperability: The ability to share resources through planned compatibility of technical resources; and further, to use these capabilities to support functional requirements in the most effective and cost efficient manner possible.

IR: See "Information Resource"

IR Management: See "Information Resources Management (IRM)"

IS: See "Information System"

IS Action: Any action which contributes toward creation of a new IS or maintenance, modification, or termination of an existing IS (SECNAVINST 5231.1B of 8 March 1985).

IS Architecture: A statement of information requirements, flows, and systems interfaces showing how individual systems fit together to form a comprehensive whole. Architectures are developed to show: (1) the current or baseline situation; (2) the planned or intermediate situation when all currently programmed actions are implemented; and (3) the target situation or ultimate desired structure. IS architecture studies assist in the definition of planning objectives (SECNAVINST 5230.9A of 16 October 1985).

ISEB: Information System Executive Boards replace ADP Executive Committees (SECNAVINST 5231.1B of 8 March 1985).

IS Project: One or more IS actions being managed as a unified undertaking (SECNAVINST 5231.1B of 8 March 1985).

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IRM Review: May encompass any or all activities of planning, budgeting, organizing, directing, training, and control associated with the information life cycle (GSA: FIRMR TEMPORARY REGULATION 10, 41 CFR Chapter 201, Appendix A).

IS Resource: Any resource which provides necessary support for an IS project or for operation of an IS. IS resources include manpower and fiscal resources necessary to acquire the people, equipment, facilities, and procedures needed for IS acquisition, deployment, operation, and maintenance (SECNAVINST 5231.1B of 8 March 1985).

MAPTIS: The Manpower, Personnel, and Training Information Systems Program which currently supports MPT information resources for the six second echelon commands under the functional and resource sponsorship of DCNO (MPT).

The MAPTIS Program currently supports:

- a. Chief of Naval Personnel.
- b. Chief of Naval Education and Training.
- c. Commander, Naval Reserve Force (limited to AISs specified in Memorandums of Agreement with OP-01).
- d. President, Naval War College.
- e. Superintendent, U.S. Naval Academy.
- f. Superintendent, Naval Postgraduate School.

MAPTIS Interfaces: The inherent relationship between pay and personnel coupled with the opportunities afforded by advanced technology form the basis for a number of projects to improve and integrate the Navy's pay and personnel systems. The Deputy Chief of Naval Operations (Manpower, Personnel and Training (DCNO (MPT)) (OP-01) and the Comptroller of the Navy (NAVCOMPT) are jointly committed to the achievement of the requisite interface/integration of both civilian and military pay and personnel systems. Co-sponsored projects and efforts include: (1) the Pay and Personnel Source Data System (SDS) to improve the accuracy and timeliness of information reported from the field; (2) the military personnel/pay (PERSPAY) project to upgrade and consolidate the ADP operational support for Navy pay and personnel systems; (3) the interface between military personnel systems (MAPTIS) and the Joint Uniform Pay System (JUMPS) (MAPTIS/JUMPS interface); and (4) interfaces between civilian personnel and payroll systems such as the Naval Civilian Personnel Data System (NCPDS) and the Navy Standard Civilian Payroll System (NAVSCIPS). OP-01 has lead responsibility for control and coordination of SDS and the MAPTIS/JUMPS interface. NAVCOMPT (NCD) has the lead responsibility for control and coordination of the

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PERSPAY project. NAVCOMPT has budgeting responsibility for civilian pay/personnel information systems interfaces. OP-16 is the program coordinator for SDS and MAPTIS/JUMPS interface.

Mass Information Storage/Conversion Techniques: Usually systems using microfilm/microfiche in one form or another. Systems focus on "document" or "storage device" management rather than "data" management. Such systems often provide digital to microfilm/microfiche functions (computer-output-microfilm) and/or micrographics to digital conversion (the reverse of computer-output-microfilm).

Micrographics: Techniques and resources required to produce, distribute, store, retrieve, and utilize data stored on microforms (i.e., form, usually film, which contains microimages. Includes aperture cards, jackets, microfiche, and roll or cartridge microfilm).

MPT: Manpower, Personnel and Training in the Navy.

Multicommand Information System (IS): IS that support functions performed in two or more echelon 2 commands (SECNAVINST 5231.1B of 8 March 1985).

Non-Automated Media: Information systems or storage not including ADP, microfilm, or communications technology; i.e., flat paper, administrative manuals, instructions, forms, standard reports, mail, corporate knowledge, telephone information flows, meetings, ad hoc papers, etc.

OA: See "Office Automation"

Office Automation (OA): Any automated function in a white collar labor environment including all ADP and communications hardware, software, maintenance, supplies, management and administration which supports the automated function and would not be required without it.

Open Systems Interconnection (OSI): An interconnection reference model that is the result of a cooperative standardization effort between the International Organization for Standardization (ISO) and the International Consultative Committee for Telegraphy and Telephony (CCITT).

Technical Architectures: The information systems and technology necessary to support functional requirements.

Tri-Level Architecture: The combination of Information Flow, Data Flow, and Technical Architectures used in the MPT data/technology integration strategy.

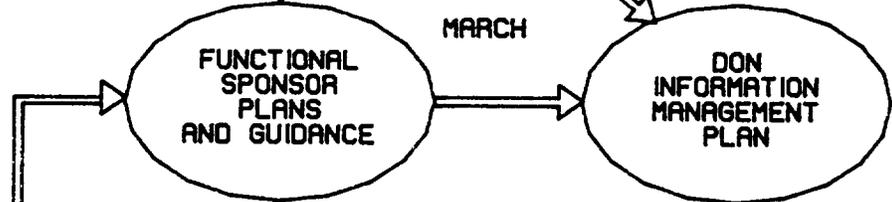
DEPARTMENT OF THE NAVY (DON) INFORMATION RESOURCES (IR) PROGRAM PLANNING

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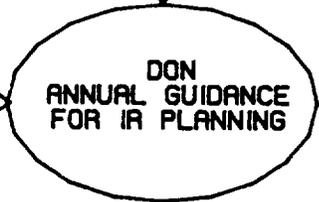
A. STRATEGIC PLANNING



B. LONG-RANGE PLANNING



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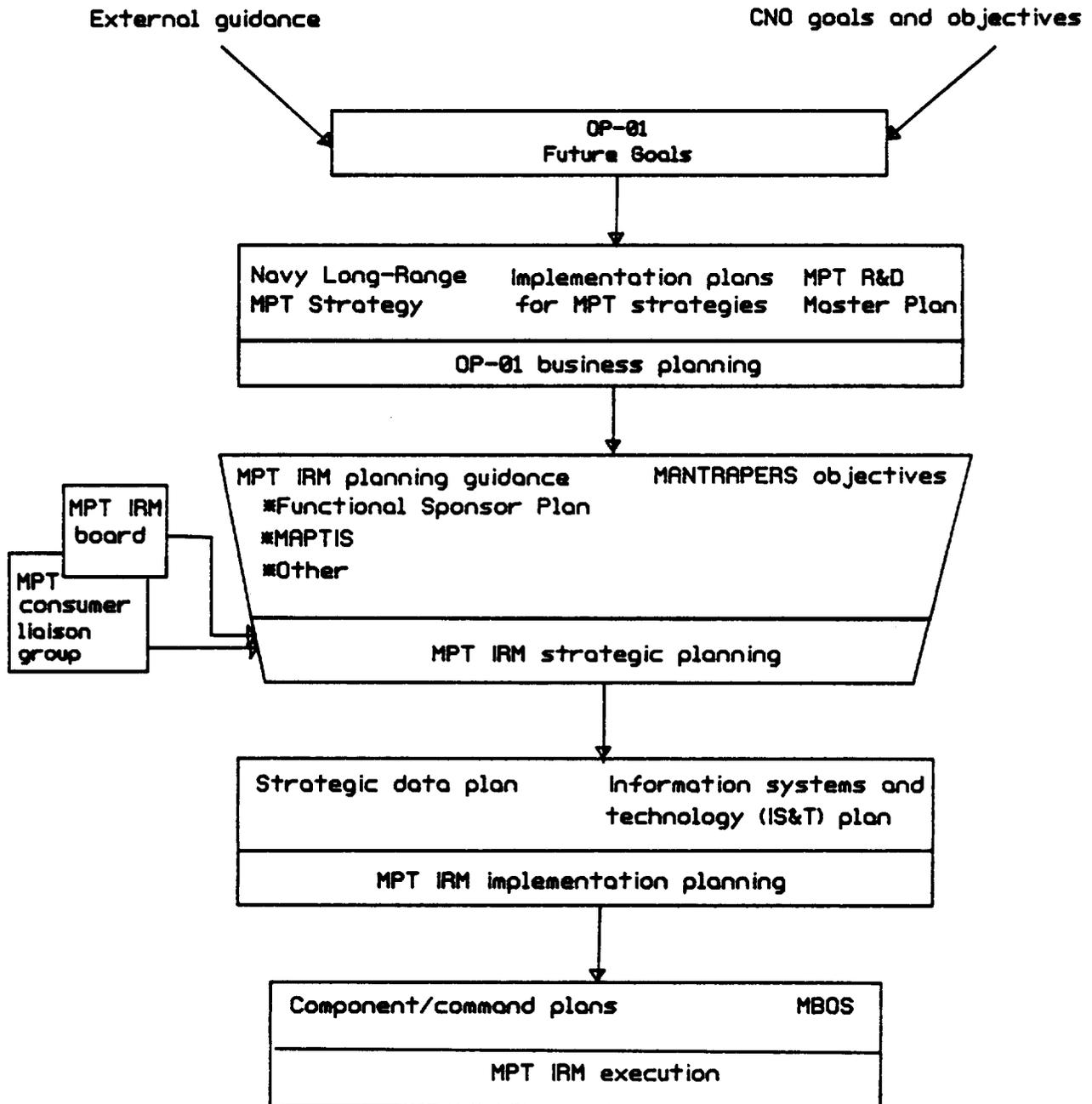


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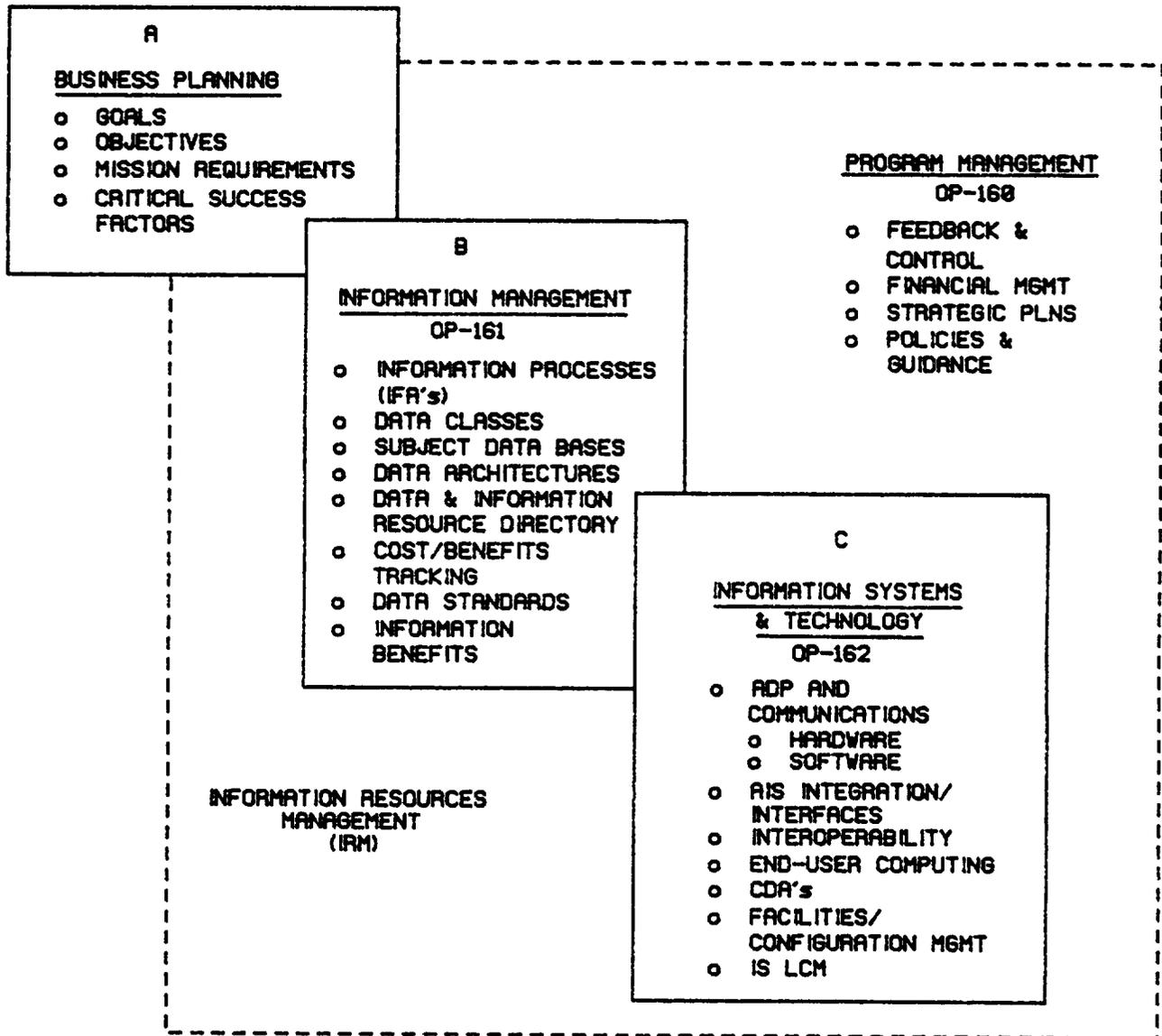


Extract from
SECNAVINST 5230.9A,
16 Oct 1985

MANPOWER, PERSONNEL AND TRAINING (MPT) INFORMATION RESOURCES MANAGEMENT (IRM) PLANNING PROCESS



BUSINESS PLANNING/IRM OVERLAY



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MANPOWER, PERSONNEL AND TRAINING (MPT)
INFORMATION SYSTEMS AND TECHNOLOGY (IS&T) POLICY GUIDANCE

A. General

1. Provide IS with reasonable continuity of support should normal operations be disrupted.
2. Make use of specific IS&T facilities or resources optional unless it is clear that such use is the most cost-effective method for meeting mission requirements.
3. Maintain an inventory of IS and technology for use by MPT organizations.
4. Develop criteria for timely procurement of information systems and technology and delegate authority where appropriate.
5. Encourage development of functional architectures to establish requirements for IS&T support.

B. Data/Technology Integration: Ensure that an effective link between data and technical planning has been established.

C. Interoperability: Encourage sharing of resources. Desired actions include the following:

1. Adopt the International Organization for Standardization (ISO) Open System Interconnection (OSI) reference model as a basic policy guide for technical planning and acquisition in MPT. Strive for an open system architecture to encourage interface between different vendors. Avoid proprietary architectures whenever possible.
2. Develop guidance and initiatives for the transitioning of MPT host computer systems to the Defense Data Network (DDN) to achieve the interoperability capabilities provided by the first four layers of the OSI reference model.
3. Develop guidance and initiatives for MPT base level local area networks connected by a gateway to DDN, and supporting interconnected work area networks for local office automation needs.
4. Develop Command Data Communications Plans to address all long-haul and local area network requirements to include electronic mail.

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5. Acquire or develop information systems in a manner that facilitates necessary compatibility with other information systems and technology.

6. Integrate voice and data communications requirements where cost effective.

D. End-User Computing: Give priority consideration to implementation of a distributed processing strategy designed to:

1. Emphasize utilization of information technology under end-user control to complement centralized processing capabilities, and encourage resource sharing where appropriate.

2. Enhance flexibility in providing continuity of operations for backup and recovery purposes.

3. Increase productivity through use of user-friendly programming languages, expert systems, artificial intelligence, prototypes, and information/customer support centers.

E. Information System (IS) Interface/Integration

1. Establish IS boundaries that clearly identify functional requirements being supported, technical inefficiencies, unnecessary redundancies, and opportunities for sharing, integration, and standard systems development.

2. Ensure conformance with pertinent IS life cycle management (LCM) directives.

F. Base Operating Support, Automatic Data Processing (ADP)

Develop close coordination with other functional sponsors since MPT functions are so closely related to administrative functions performed at most base level activities. Encourage use of multi-function workstations in all activities. Plan adequate technical resource capacity during early phases of IS life cycle management.

G. ADP Security Requirements/Status Implement basic data protection procedures while pursuing security accreditation. The level of security for IS&T should be commensurate with the sensitivity of the information and the risk and magnitude of loss or harm that could result from compromise.

H. Electronic Mail Electronic Mail capabilities should be used, where justified, to reduce the dependence on and cost of mail service and telephone systems.

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I. Punched Card Equipment Develop plans to eliminate obsolete technology consistent with existing directives and instructions, especially the use of punched card equipment.

J. Resource Sharing

1. Develop technical architectures that facilitate resource sharing to improve mission performance while ensuring privacy, security and survivability.

2. Share available information processing capacity with other organizations to the extent practicable and legally permissible.

K. Data Base Management Systems (DBMS's)

1. Ensure sound relationship between business and information planning models, and selected DBMS solutions.

2. Establish standards which enhance user productivity, contribute to interoperability between centralized and distributed operations, and minimize maintenance costs associated with DBMS support.

L. Technical Resource Cost Accounting Identify the cost of IS&T resources. The ultimate goal should be establishment of an IS&T chargeback capability which tracks the expenditure of technical resources, and clearly identifies costs to users.

M. Technical Facility/Configuration Management

1. Maximize end-user satisfaction through effective customer liaison, optimum use of resources, and resource sharing.

2. Establish backup and recovery posture commensurate with the value of resources being protected.

N. Information Systems (IS) Development

1. Ensure clear accountability and adequate resources for IS development.

2. Encourage incremental development and implementation, with a clear distinction between mandatory and desirable capabilities leading to quick delivery of results to users.

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O. Quality Assurance

1. Ensure compliance with requirements included in SECNAVINST 5232.1 of 16 October 1985.

2. Provide periodic review of requirements over the life of the systems for continued cost effectiveness, and satisfaction of MPT mission requirements.

P. Research & Development Aggressively test and evaluate information processing techniques with potential for improving productivity and enhancing mission performance.

MPT IRM BOARD

A. MISSION: To set policy, develop strategy, establish priorities, approve plans and commit resources to development and maintenance of MPT IRM initiatives.

B. FUNCTIONS

1. Provides centralized policy direction for the MPT IRM Program.

2. Reviews and approves MPT Functional Sponsor Plan, Program Objective Memorandum (POM), and budget plans and selected resource allocations.

3. Monitors and evaluates program and project performance and makes adjustments where necessary.

4. Makes recommendations to OP-01 on matters concerning MPT information support.

5. Reviews and approves information systems (IS) projects requiring level 2 approval or above as defined in SECNAVINST 5231.1B of 8 March 1985.

C. MEMBERSHIP

1. Assistant Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01B)/Commander, Naval Military Personnel Command (CNMPC), Chairperson.

2. Director, Total Force Planning/Training Division (OP-11).

3. Director, Total Force Programming/Manpower Division (OP-12).

4. Director, Military Personnel Policy Division (OP-13) (Active).

5. Director Of Naval Reserve (OP-09R).

6. Special Assistant for Naval Reserve Matters (OP-01R) (Reserve).

7. Director, Office Of Civilian Personnel Management (OCPM) and Director, Civilian Personnel Programs Division (OP-14).

8. Director, Human Resources Management Division (OP-15).

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9. Director, Total Force Information Resources and Systems Management Division (OP-16).

10. Commander, Navy Recruiting Command

11. Chief of Naval Education and Training, with delegations as appropriate.

12. Superintendent, U. S. Naval Academy

13. Commander, Naval Reserve Force

14. President, Naval War College

15. Superintendent, Naval Postgraduate School

16. Representatives of other organizations, including other functional managers and operational personnel, will be invited to participate as ad hoc members when appropriate. The Chairperson will define a quorum for purpose of conducting the business of the board.



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
5230
Ser 160E/
APR 23 1985

From: Chief of Naval Operations
To: Distribution

Subj: THE DEPARTMENT OF THE NAVY MANPOWER, PERSONNEL AND
TRAINING (MPT) INFORMATION RESOURCES MANAGEMENT (IRM)
PROGRAM

Ref: (a) DODD 7740.1, June 20, 1983 (NOTAL)
(b) SECNAVINST 5230.9
(c) SECNAVINST 5231.1B
(d) 44 U.S.C. 3501

1. References (a), (b) and (c) are the DOD and Navy responses to the requirements of reference (d). I support fully both the requirements and the intent of these documents and encourage an enthusiastic response from the organizations charged with MPT information requirements.

2. The Director, Total Force Information Systems Management Division (OP-16) is designated as the MPT IRM Program Director. OP-16 has been carrying out many aspects of what is now known as IRM within the Manpower, Personnel and Training Information Systems Program (MAPTIS) for more than five years and is well prepared for these new responsibilities.

3. The short term strategy will be to achieve MPT IRM goals through the MAPTIS echelon 2 commands. This does not imply that other organizations having MPT information mission responsibilities should not proceed with their own IRM programs; such actions are encouraged. OP-16 will be available to provide advice if requested, and will provide further support as part of the long-term, Navy-wide MPT IRM efforts.

L. BURKHARDT, III
Rear Admiral, U. S. Navy
Assistant Deputy Chief of Naval
Operations (Manpower, Personnel
and Training)

Distribution:
(see Page 2)

Subj: THE DEPARTMENT OF THE NAVY MANPOWER, PERSONNEL AND
TRAINING (MPT) INFORMATION RESOURCES MANAGEMENT (IRM)
PROGRAM

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FT73 (NAVPGSCOL) (37, 54Aa)

MPT CONSUMER LIAISON GROUP

A. MISSION: To provide staff support to the MPT IRM Board through liaison with the MPT IRM Program Director.

B. FUNCTIONS:

1. Provides a forum for identification, discussion and consolidation of issues and requirements related to POM, budget, and information system plans and resource allocations.

2. Keeps responsible Division Director informed regarding MPT IRM information support developments.

3. Makes recommendations to the MPT IRM Program Director on matters concerning the status of programming requirements, and MPT information support.

C. MEMBERSHIP

1. MPT OP-01 IRM Coordination (OP-16D), Chairperson.

2. IRM Coordinator, Total Force Planning/Training Division (OP-115).

3. IRM Coordinator, Total Force Programming/Manpower Division (OP-12G).

4. IRM Coordinator, Military Personnel Policy Division (OP-13G) (Active).

5. IRM Coordinator, Director of Naval Reserve (OP-09R).

6. IRM Coordinator, Special Assistant for Naval Reserve Matters (OP-01R).

7. IRM Coordinator, Office of Civilian Personnel Management (OCPM) and Director, Civilian Personnel Programs Division (OP-14).

8. IRM Coordinator, Human Resources Management Division (OP-15G).

9. IRM Coordinator, Naval Military Personnel Command Representative (NMPC-4G, and others as appropriate).

10. IRM Coordinator, Navy Recruiting Command Headquarters (Code 24G).

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11. IRM Coordinator, Chief of Naval Education & Training Representative.

12. IRM Coordinator, Dean of Administration, Naval War College.

13. IRM Coordinator, Assistant for Long Range Planning (OP-01B6).

14. IRM Coordinator, Deputy for Management, U. S. Naval Academy.

15. IRM Coordinator, Naval Reserve Force (Code 46G)

16. IRM Coordinator, Naval Postgraduate School (USNPGS)

Representatives of other organizations, including other functional managers, and operational personnel, will be invited to participate as ad hoc members when appropriate.