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3.0 NMCI RELEASE MANAGEMENT (NRM)

3.1 OVERVIEW

NRM is jointly managed by the Navy and Marine Corps FAMs; NNWC; HQMC(C4)/EBSS; Commands; and Developers. This section focuses primarily on those aspects of NRM that directly affect sustainment of existing releases, deployment of new (emerging) releases, and installation of existing releases in the post transition environment:

- [Software Definitions and Processing Requirements](#)
- [NMCI Application Processing Decision Logic Table \(DLT\)](#)
- [NMCI Post Transition Release Deployment Business Rules DLT](#)
- [Requesting a Release in the Post Transition Environment \(RRPTE\) Process](#)

Figure 3-1 displays the steps in the NRM that Developers and Commands must follow to obtain development or acquisition authorization from the FAM and deployment approval from NNWC/NSCM and HQMC(C4)/EBSS. Figure 3-2 is the legend for process flow diagrams used throughout this guide.

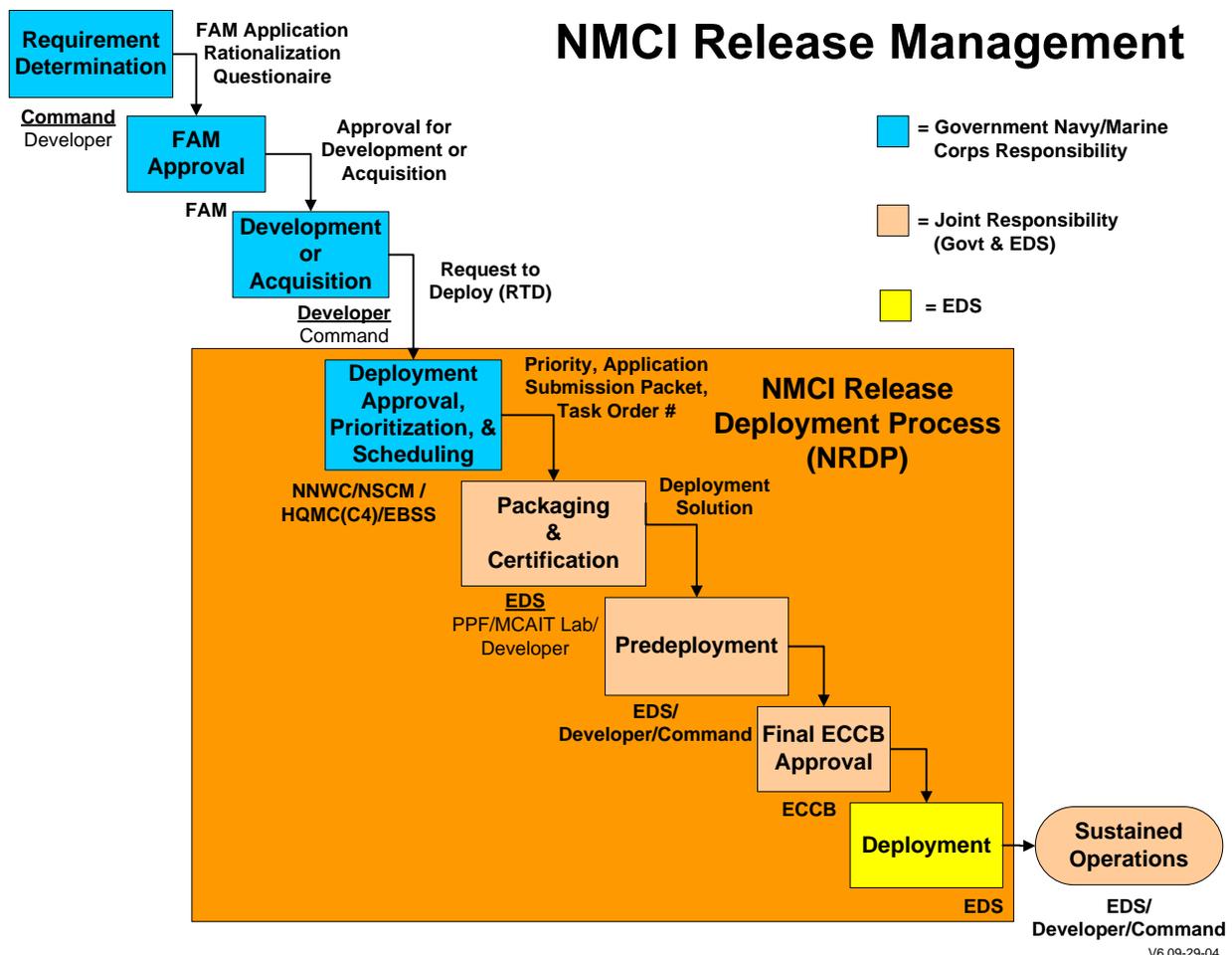
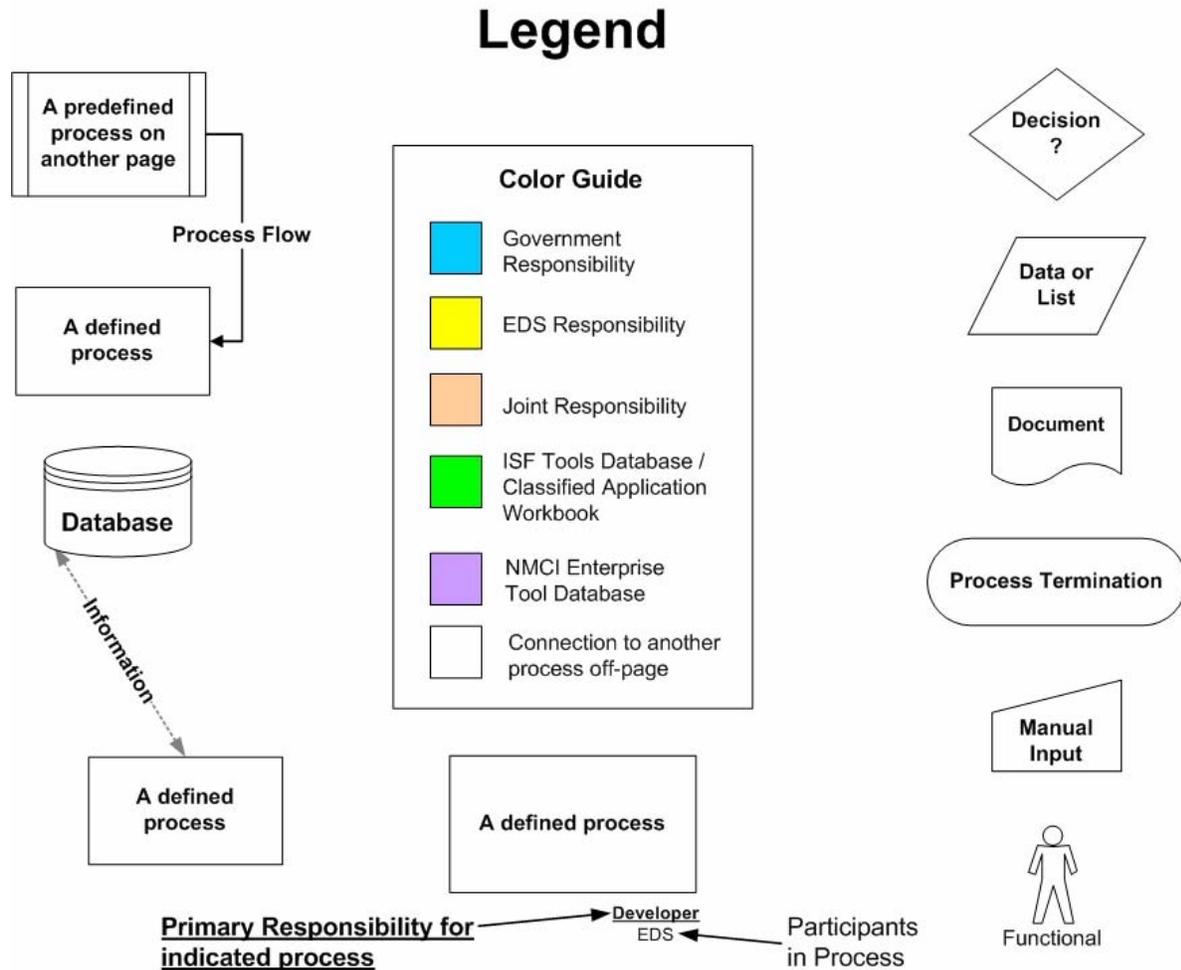


Figure 3-1 NMCI Release Management



V4.5 06-15-04

Figure 3-2 Legend

3.1.1 Requirement Determination

The Government is responsible for determining whether to sustain an existing release or to introduce a new (emerging) release to support an operational or business requirement. Introduction of new (emerging) releases may include the deployment of a Government off-the-shelf (GOTS) or commercial off-the-shelf (COTS) application. A Developer or Command may also deploy a release that is currently certified and deployed within NMCI to a new site. Refer to [Section 4.0](#) for more information.

3.1.2 FAM Approval

The FAM is the designated approval granting authority for the development of a release that operates within NMCI. The FAM must grant approval prior to the Developer beginning work on the development or acquisition of a release. GOTS or COTS applications not previously approved for development may be involved. Developers must complete the FAM Application Rationalization Questionnaire on the Department of the Navy Application Database Management

System (DADMS) to request approval by the FAM. Refer to [Section 4.0](#) for more information. [Appendix H](#) lists the current FAMs for both the Navy and Marine Corps.

3.1.3 Development or Acquisition

FAM approval authorizes the Developer to proceed with the development or acquisition of the desired release. The NRDDG provides the Developer with background information pertaining to NMCI-specific compliance standards. Refer to [Section 5.0](#) for more information.

3.1.4 NMCI Release Deployment Process (NRDP)

The NRDP is a multifaceted process that entails a significant effort to ensure that all releases are properly packaged, tested, and certified prior to deployment in NMCI. In order to support the sustainment of existing applications and the introduction of new (emerging) releases, a disciplined approach has been established to manage the processing of these releases. The initial requirement is to clearly define the various types of releases, the nature of the changes being implemented, and the number of opportunities for submitting releases into the NRDP. Refer to [Section 6.0](#) for more information.

3.1.4.1 Deployment Approval, Prioritization, and Scheduling

This process includes completing a Request to Deploy (RTD) and formal steps for approving deployment of a release into NMCI, prioritizing all applications for release, and then scheduling the resources to accomplish the deployment.

3.1.4.2 Packaging and Certification

The Government and Electronic Data Systems (EDS) share joint responsibility in testing the application to ensure that it meets NMCI standards prior to deployment to the seats. The NMCI Program Management Office (PMO) Precertification Facility (PPF) (for the Navy) or the HQMC(C4)/EBSS Marine Corps Applications Integration Testing Laboratory (MCAIT Lab) evaluates the release to ensure its compliance with the NMCI software configuration and operating environment standards prior to submission to the EDS Applications Lab.

3.1.4.3 Predeployment

During Predeployment, EDS completes final preparations for deployment in accordance with the Application Mapping Plan. EDS uses Application Release Deployment Readiness Activity (ARDRA) to verify the final release configuration, Network Operations Center (NOC) connectivity, and boundary policies prior to ECCB approval. EDS, with input from the Developer, decides whether to conduct an ARDRA/Pilot Test for the release.

3.1.4.4 Final ECCB Approval

Representatives from the Navy, Marine Corps, Navy NMCI PMO, and EDS act as the Enterprise Change Control Board (ECCB) to decide whether to deploy the release within NMCI.

3.1.4.5 Deployment

The application is pushed to the NOC in accordance with the RDP through a nightly connect.

3.1.5 Sustained Operations

This is the phase in which required releases have been tested, certified, and deployed in NMCI and have achieved a steady state of operation. Sustained operations are beyond the scope of this guide.

3.2 SOFTWARE DEFINITIONS AND PROCESSING REQUIREMENTS

The Developers and Commands need a clear understanding of the policy, procedures, guidelines, and processes in order to sustain releases contained in their Rationalized List and deployed in NMCI in the post transition environment. For purposes of the NRM, terms are described as follows:

New (emerging)	Never been submitted and deployed into the NMCI environment through the NRM
Upgrade	An earlier version of the application was approved and deployed into the NMCI environment through the NRM
Existing	The exact version of the application was approved and deployed into the NMCI environment through the NRM
Application or Release	This guide uses these terms interchangeably; however, application refers to the end-user software program itself, while release refers to the version of the software that is packaged for deployment.

Applications that existed in the pre-NMCI environment must be identified in DADMS, listed in the ISF Tools Database, and included on the Rationalized List for a Command. These actions must occur before submission to the NRM for approval and deployment into the NMCI environment.

The following paragraphs define the different types of applications that operate on or interact with desktops in the NMCI environment. In some cases, the applications are not deployed on the desktop and are accessed through the use of a common front-end browser or terminal emulation. The NMCI Gold Disk loadset includes both Internet browser and terminal emulation software as part of the standard desktop configuration.

3.2.1 Client/Desktop/Standalone (Simple) Applications

These nonnetworked applications perform their functionality on the local desktop. They do not include dependencies or requirements to print through network services or to save to corporate/shared drives. A simple test to verify if an application is considered client only is to disconnect the desktop from the network. If the application functions successfully, it is most likely a standalone (simple) application.

3.2.2 Web Applications

These applications exist onboard a web server within the NMCI enclave, including the demilitarized zone (DMZ), or operate outside NMCI. They have the following characteristics:

- Use a common front-end browser (i.e., Netscape Navigator or Internet Explorer) on the desktop to provide client connectivity and functionality.
- Use hypertext transfer protocol (http) (port 80) or hypertext transfer protocol secure (https) (secure socket layer - SSL port 443) per the World Wide Web Consortium (W³C) standards.

3.2.2.1 Simple Web Applications

These applications have no external dependencies outside the Gold Disk components and the web server interface. The entire functionality of these applications, except for the presentation through the browser, executes on the web server. They have the following characteristics:

- Do not require other client executables outside the common front-end browser and related Gold Disk components (i.e., plug-ins, mobile code, etc.).
- Do not attempt to download or install any executable (.exe) from the server to the client during the operation of the application.

3.2.2.2 Complex Web Applications

These applications depend on external executables on the desktop, as well as execution on the web server. NMCI handles complex web applications in the same manner as client/server applications. A complex web application has the following characteristics:

- Require other client executables outside the common front-end browser and related Gold Disk components to connect to the host web site.
- Attempt to download or install executables (.exe) to the client during the operation of the application. These include plug-ins, mobile code, compiled binary executables, etc.

3.2.3 Server-Based Applications

These applications exist on a server within the NMCI enclave, including the DMZ, or operate outside NMCI. They are not web-based applications and have the following characteristics:

- Perform all operations on the server, except for their input/output and presentation interface performed by a terminal emulator (such as Reflection, CITRIX ICA, etc.).
- Do not have an associated client executable, but rely on server console input/output.

3.2.4 Client/Server (Complex) Applications

These networked applications have a client front end on an NMCI seat and interface with the back end of the application on an NMCI or legacy server. Client/server applications have an executable that runs on the user's desktop and a server executable that may interface with databases or other executables. They include complex web applications that download or install executable(s) (.exe) to the client during the execution of the application.

3.2.5 Quarantine/Kiosk Solutions [New (Emerging)]

Once a quarantine/kiosk application has a remedial solution, that solution is introduced into NMCI through the NRDP, starting with the RTD. The solution is handled the same as any other release; e.g., patch, modification, fix, upgrade, update, revision, or new (emerging).

Once the quarantine/kiosk solution has been deployed through the NRDP, it is removed from the quarantine/kiosk desktop and the legacy network. If the quarantine/kiosk (dual) desktop is no longer needed, it is also removed.

3.2.6 Quarantine/Kiosk Solutions (Using an Existing Radia Application)

Quarantine/kiosk applications that are remediated through the deployment of an existing NMCI application follow the RRPTE process, as discussed in Paragraph [3.5](#).

Once the quarantine/kiosk solution has been deployed through the NRDP, it is removed from the quarantine/kiosk desktop and the legacy network. If the quarantine/kiosk (dual) desktop is no longer needed, it is also removed.

3.3 NMCI APPLICATION PROCESSING DECISION LOGIC TABLE (DLT)

[Table 3-1](#) provides scenarios to help clarify when an application must use the NMCI Release Deployment Process (NRDP), when it is reviewed by the ECCB, and the type of Certification and Accreditation (C&A) tasks required to support the release.

Table 3-1 NMCI Application Processing Decision Logic Table (DLT)

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
1	Client/Desktop/ Standalone (Simple) application being introduced or upgraded	Operates or will operate on an NMCI seat	Must undergo NRDP in accordance with the NRDDG. (Note 1)	Is reviewed by the ECCB (Note 2)	Will receive a three-year ATO from the NMCI DAA upon successful completion of packaging, testing, and certification by

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
					the Applications Lab. No further C&A required. (Note 3)
2	Client/Desktop/ Standalone (Simple) application being introduced or upgraded	Will not operate on an NMCI seat	Does not undergo NRDP.	Is not reviewed by the ECCB and cannot be installed within NMCI.	Requires C&A by the responsible Navy Command DAA. (Note 4) and may only be deployed on a quarantined/kiosk seat.
3	New web application being introduced that - Does not require external plug-ins, mobile code , or executables on the desktop - Uses standard web ports, protocols, and services for access.	Web server resides inside NMCI (to include the DMZ)	Does not undergo NRDP	Is reviewed by the ECCB	Requires DoD Information Technology Security Certification and Accreditation Process (DITSCAP) to verify ports, protocols, and services and must receive IATO/ATO from NMCI DAA as a new (emerging) application.
		Web server resides outside the NMCI environment		Is not reviewed by the ECCB (Note 5)	Does not require DITSCAP. (Note 6)
4	New web application being	Web server resides inside NMCI (to include the DMZ)	Must undergo NRDP in accordance with	Is reviewed by the ECCB	Requires DITSCAP to verify ports,

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
	introduced requires external plug-ins, mobile code, or executables on the desktop	Web server resides outside the NMCI environment	the NRDDG to certify the external plug-ins, mobile code, or executables for the desktop. (Note 1)	(Note 7)	protocols, and services and must receive IATO/ATO from NMCI DAA as a new (emerging) application. (Note 8)
5	Existing web application being upgraded that <ul style="list-style-type: none"> - Does not have nor require upgrades to external plug-ins, mobile code, or executables on the desktop - Uses standard web ports, protocols, and services for access - Is essentially, web-site content changes only 	Web server resides inside NMCI (to include the DMZ) Web server resides outside the NMCI environment	Does not undergo NRDP	Is not reviewed by the ECCB (Note 5)	Does not require an updated DITSCAP as long as ports, protocols, and services remain unchanged. Update to the existing DITSCAP is required by system owner.
6	Existing web application being upgraded that requires changes in one or more of the following: <ul style="list-style-type: none"> - Plug-ins - Executables - Mobile code - Ports, protocols, and services 	Web server resides inside NMCI (to include the DMZ) Web server resides outside the NMCI environment	Must undergo NRDP in accordance with the NRDDG. (Note 1)	Is reviewed by the ECCB (Note 7)	Requires an updated DITSCAP to reflect ports, protocols, and services changes. NMCI DAA issues new IATO/ ATO. (Note 8)

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
7	New Client/Server (Complex) application being introduced	Server resides inside NMCI (to include the DMZ) and the desktop resides in the NMCI environment	Must undergo NRDP in accordance with the NRDDG to certify the client end and connection to the server. (Note 1)	Is reviewed by the ECCB (Note 2 & 9)	Requires DITSCAP to verify ports, protocols, and services and must receive IATO from NMCI DAA as a new (emerging) application pending submission of DITSCAP compliance. (Note 8)
		Server resides outside the NMCI environment and the desktop resides in the NMCI environment			
8	Existing Client/Server (Complex) application being upgraded that - Does not change the client end - Does not change network topology (ports, protocols, and services) - Is essentially, server content changes only	Server resides inside NMCI environment (to include the DMZ) and the desktop resides in the NMCI environment	Does not undergo NRDP	Is not reviewed by the ECCB	Does not require an updated DITSCAP as long as ports, protocols, and services remain unchanged.
		Server resides outside the NMCI environment and the desktop resides in the NMCI environment			Update to the existing DITSCAP is required by system owner.

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
9	Existing Client/Server (Complex) application being upgraded with changes to one or both of the following: - Client end - Network topology (ports, protocols, and services)	Server resides inside NMCI (to include the DMZ) and the desktop resides in the NMCI environment	Must undergo NRDP in accordance with the NRDDG to certify the client end and connection to the server. (Note 1)	Is reviewed by the ECCB (Note 2 & 9)	Requires an updated DITSCAP to verify ports, protocols, and services and is issued new ATO/IATO from NMCI DAA. (Note 8)
10	New server-based application being introduced	Server resides inside NMCI environment (to include the DMZ) Server resides outside the NMCI environment	Must undergo NRDP in accordance with the NRDDG to verify ports, protocols, services, and connectivity. (Note 1)	Is reviewed by the ECCB (Note 9)	Requires DITSCAP to verify ports, protocols, and services and must receive IATO/ATO from NMCI DAA as a new (emerging) application. Pending submission of DITSCAP compliant DITSCAP. (Note 8)
11	Existing server-based application being upgraded with no changes to the following: - Network	Server resides inside NMCI environment (to include the DMZ)	Does not undergo NRDP.	Is not reviewed by the ECCB	Does not require an updated DITSCAP as long as ports, protocols, and services remain unchanged. Update to the

NMCI Application Processing DLT					
Rule	A	B	C	D	E
	When the release is a	and	then the release	and	and the release
	topology (ports, protocols, and services) - Hardware - Desktop software, including scripts - Operating system - Keyboard mapping - Is essentially, changes to server content only	Server resides outside NMCI environment			existing DITSCAP is required by the system owner.
12	Existing server-based application being upgraded with changes to one or more of the following: - Network topology (ports, protocols, services) - Hardware - Desktop software, including scripts - Operating system - Keyboard mapping	Server resides inside NMCI environment (to include the DMZ) <hr/> Server resides outside the NMCI environment	Must undergo NRDP in accordance with the NRDDG. (Note 1)	Is reviewed by the ECCB (Note 2 & 9)	Requires an updated DITSCAP to verify ports, protocols, and services and is issued new ATO/IATO from NMCI DAA. (Note 8)

1. Requires RTD and Request for Service (RFS).
2. All software installed on NMCI seats must undergo Packaging & Certification and ECCB approval prior to deployment.

3. The Navy NMCI DAA grants an ATO to all simple releases that successfully complete Packaging & Certification.
4. C&A by DAA per COMNAVNETWARCOM msg [071455Z AUG 03](#) Subj: Navy Designated Approval Authority Assumption. Phase 1 of the DITSCAP process generates a Systems Security Authorization Agreement (SSAA) document.
5. Web server is outside NMCI and does not require reviews.
6. All Navy Commands are required to follow DITSCAP procedures for C&A of their application.
7. Web application impacts the NMCI seat. Desktop attributes must undergo Packaging & Certification and ECCB approval prior to deployment.
8. The Navy NMCI DAA grants an IATO to all complex releases that successfully complete Packaging & Certification.
9. All hardware/software changes that impact NMCI environment must undergo ECCB approval.

3.4 NMCI POST TRANSITION RELEASE DEPLOYMENT BUSINESS RULES DLT

[Table 3-2](#) provides the business rules governing the various scenarios for release deployment in the NMCI post transition environment.

Table 3-2 NMCI Post Transition Release Deployment Business Rules DLT

NMCI Post Transition Release Deployment Business Rules DLT					
Rule	A	B	C	D	E
	When the release is	Then the release	and	Then the release	and
1	A New (Emerging) Application and is FAM approved.	Must follow the NRDDG process and requires a Certification CLIN. (Notes 1 & 2)	A cost is incurred for distribution since this is a New/ Emerging application.	Requires a Service Request (MAC) or Distribution CLIN for distribution of the new release. (Note 3)	Use the RRPTE process for users who were not mapped with the original distribution.
2	An Upgrade/Update to Existing Applications and is FAM approved.	Must follow the NRDDG process and requires a Certification CLIN. (Notes 1 & 2)	No cost is incurred for distribution to users of previous version as long as EDS does not have to manually touch the seat. (Note 4)	Requires a Service Request (MAC) or Distribution CLIN for distribution to new users. (Notes 3 & 5)	Use the RRPTE process for users who were not mapped with the original distribution.

Rule	A	B	C	D	E
	When the release is	Then the release	and	Then the release	and
3	A Quarantine/Kiosk Remediation Solution: Deployment of New Solution that is FAM approved	Must follow the NRDDG process and requires a Certification CLIN. (Notes 1 & 2)	No additional cost is incurred for distribution to eliminate Dual Desktops as long as EDS does not have to manually touch the seat.	Quarantine/Kiosk seats must be registered in the DDR to qualify for no-cost distribution	Use the RRPTE process for distribution to non-quarantine/kiosk users (Note 5)
4	A Quarantine/Kiosk Remediation Solution: Using an existing Radia solution that is FAM approved	Does not follow the NRDDG process and does not require a Certification CLIN. (Note 6)	A cost is incurred for distribution.	Requires a Service Request (MAC) or Distribution CLIN to deploy to NMCI seats. Quarantine/Kiosk seats must be registered in the DDR. (Note 3)	Use the RRPTE process for distribution to non-quarantine/kiosk users (Note 3)
5	A Driver Supporting an Authorized Peripheral Device Not on the NMCI Seat	Does not follow the NRDDG process and does not require a Certification CLIN. (Note 6)	A cost is incurred for distribution. (Note 7)	Requires a Service Request (MAC). Must be coordinated with the local Base Operations personnel for distribution of the new driver. (Note 8)	
6	Transition/Post Transition Government Off-the-Shelf (GOTS) Application Introduction	Introduced per the NRDDG, NRM, and NRDP			

Rule	A	B	C	D	E
	When the release is	Then the release	and	Then the release	and
7	Incomplete Transition (Cutover) if FAM-compliant, on original Rationalized List, and part of original seat mapping	Does not follow the NRDDG process and does not require a Certification CLIN.	Incurs no cost if result of EDS oversight.	Uses a Help Desk Trouble Ticket	Use the RRPTE process for distribution

1. Requires a Request to Deploy (RTD), CDA RFS, and Release Deployment Plan (RDP).
2. Follows the NMCI Release Deployment Process (NRDP).
3. The Government is responsible for Application Mapping.
4. Existing users of the application who are in Active Directory, existing users of the application who are not in Active Directory but were part of the original deployment either manually/locally loaded, and is verified through DCAP.
5. Required for new users that were not part of a previous mapping.
6. Does not require a RTD, CDA RFS, or RDP, since the release has already been tested and certified or is not an application.
7. Cost is determined based on the level of effort to load the drivers.
8. If the driver does not load successfully, then the user may request reengineering services from EDS using CLIN 0029 or obtain another driver that will successfully load.

3.4.1 Rule 1 New (Emerging) Applications

A new (emerging) application must receive FAM approval and follow the NRDDG process. The application requires a RTD, CDA RFS, and Release Deployment Plan (RDP) and must follow the NRDP. It requires the submission of Certification and Distribution CLINs to cover all costs. Application Mapping must be completed no later than 30 days prior to the completion of Certification. The RRPTE process must be used for users who were not mapped with the original distribution.

3.4.2 Rule 2 Upgrade/Update to Existing Applications

Upgrades/updates must receive FAM approval and follow the NRDDG process. They require a RTD, CDA RFS, and RDP and must follow the NRDP. They require the submission of a Certification CLIN and a Service Request (MAC) or Distribution CLIN to cover all costs. No cost is incurred for distribution to users of previous version as long as EDS does not have to manually touch the seat. Application Mapping must be completed no later than 30 days prior to the completion of Certification. The RRPTE process must be used for users who were not mapped with the original distribution.

3.4.3 Rule 3 Quarantine/Kiosk Remediation Solution (Deployment of New Solution)

A quarantine/kiosk remediation solution must receive FAM approval and must follow the NRDDG process. A new solution requires a RTD, CDA RFS, and RDP and must follow the NRDP. It requires the submission of a Certification CLIN and a Service Request (MAC) or Distribution CLIN to cover all costs. No additional cost is incurred for distribution that eliminates Dual Desktops as long as EDS does not have to manually touch the seat and must be registered in the DDR to qualify for no-cost distribution. The RRPTE process must be used for distribution to non-quarantine/kiosk users.

3.4.4 Rule 4 Quarantine/Kiosk Remediation Solution (Using an Existing Radia Instance)

A quarantine/kiosk remediation solution must receive FAM approval. Since the application has been previously certified and is in a certified, ready-to-deploy state, Developers do not follow the NRDDG process nor develop an RTD, CDA RFS, or RDP. Developers do not submit a Certification CLIN but do use the Service Request Management (MAC) or the Distribution CLIN for deployment of the application. All quarantine/kiosk desktops must be registered in the DDR.

3.4.5 Rule 5 Driver Supporting an Authorized Peripheral Device Not on the NMCI Seat

This request does not follow the NRDDG process nor require a Certification CLIN, RTD, CDA RFS, or RDP, since it is not an application. The users must be able to provide the operating-system-compatible drive software. They must submit a Service Request (MAC) and coordinate installation with the local Base Operations personnel.

3.4.6 Rule 6 Transition/Post Transition Government Off-the-Shelf (GOTS) Application Introduction

Any GOTS application or release being introduced into NMCI, for which a previously deployed version exists, is introduced per the NRDDG, NRM, and NRDP.

Impact

Application Developers may not introduce enterprise upgrades and updates into NMCI for applications already deployed in NMCI through a transitioning site or the Legacy Application Transition process as depicted in the LATG.

To upgrade or update applications already in NMCI, a Developer or application owner must follow the process described in the NRDDG.

Exception

Enterprise solution process through the EDS Applications Lab is the preferred solution for deployment. If this release delays a transitioning site, the following business rules apply:

Process and use a Legacy Application Deployment Readiness Activity (LADRA)-prepared local solution of that GOTS to prevent cutover delays.

Use this solution locally only until the enterprise solution is distributed. Ensure the Application Mapping for the local-only solution is accurate, since this allows for no-cost distribution of updates/upgrades under NMCI Post Transition Application Business Rule 2.

3.4.7 Rule 7 Incomplete Transition (Cutover)

Incomplete Transition (Cutover) Applications must be compliant with FAM policies. The release must have been on the original transition Implementation Group Rationalized List and Workbook. It must have been part of the original seat mapping during transition. A Help Desk Trouble Ticket is used to resolve the problem. This resolution incurs no cost if it resulted from an EDS oversight during the original transition. If the release does not meet the above criteria or was missed, the RRPTE process should be used to resolve the deployment.

3.5 REQUESTING A RELEASE IN THE POST TRANSITION ENVIRONMENT (RRPTE) PROCESS

3.5.1 Overview

The following paragraphs cover the processing requirements to enable a Command/site to request and deploy a release that has already been packaged, tested, certified, and is ready to deploy within NMCI. Obtaining a release through this process is essentially characterized as a release “Pull”. Since only releases that have been previously packaged, tested, certified, and deployed (to include Ready for Deployment) can be obtained through this process, an RTD and RFS *will not* be required or submitted.

[Figure 3-3](#) depicts the current process for a site that has completed cutover and is operating in the post transition environment to obtain a release that has already been tested and certified and is ready for deployment in the NMCI environment.

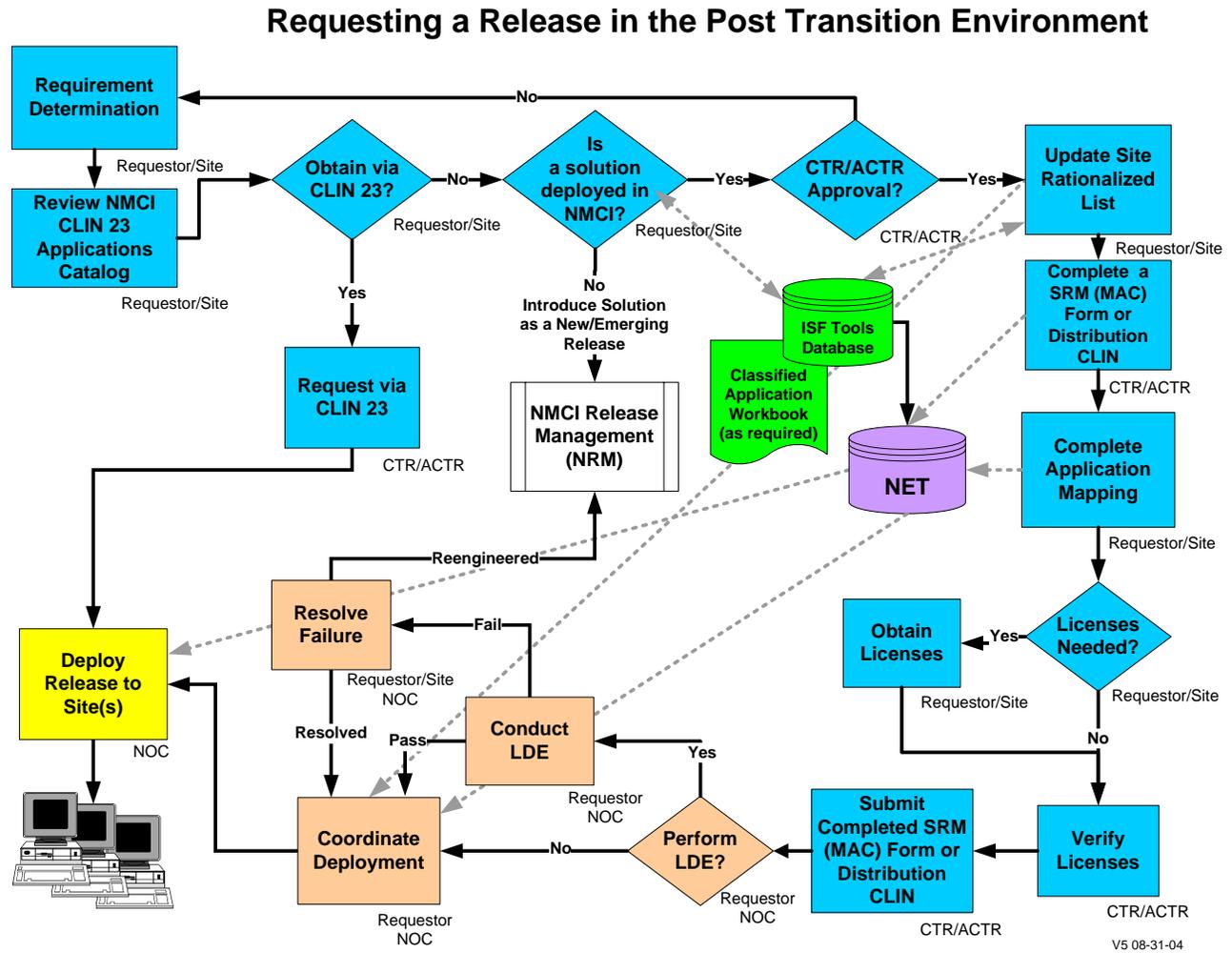


Figure 3-3 RRPTE

3.5.2 RRPTE Business Rules DLT

[Table 3-3](#) provides the business rules governing site/Command RRPTE.

Table 3-3 NMCI RRPTE Business Rules DLT

NMCI RRPTE Business Rules DLT					
Rule	A	B	C	D	E
	When the release is	Then the release	and	Then the release	and
1	FAM approved, certified, has a Radia instance, electronic-deployment ready (L_, O_, or U_), and needed on the NMCI seat	Is deployed to the seat using the RRPTE. process (Note 1)	A cost is incurred for distribution since this application has not been previously deployed on the requested NMCI seat.	Requires a Service Request (MAC) or Distribution CLIN to deploy. (Note 2)	Repeat the RRPTE process for any additional users.
2	FAM approved, certified, manual-deployment ready (X_ or Y_), and needed on the NMCI seat	Is deployed to the seat using the RRPTE. Process. Locally loaded versions (X_ and Y_) can only be deployed at the original site (Note 1)	A cost is incurred for distribution since this application has not been previously deployed on the requested NMCI seat.	Requires a Service Request (MAC) or Distribution CLIN to deploy. (Note 2)	Repeat the RRPTE process for any additional users.

1. Does not require an RTD, CDA RFS, or RDP since the release has already been tested and certified.
2. The Government is responsible for Application Mapping.

For RRPTE, the release must receive FAM approval, be certified, have a Radia instance (L_, O_, or U_), and be deployment ready. Locally loaded versions (X_ and Y_) can only be deployed at the original site. The release does not require an RTD, CDA RFS, or RDP, since it has already been tested and certified. A cost is incurred for distribution since this release has not been previously deployed on the requested NMCI seat. It requires the use of a Service Request (MAC) or Distribution CLIN to deploy. Repeat the RRPTE process for any additional users. The same process is followed for electronic and manually deployed releases.

3.5.3 Requirement Determination

The requestor/site must first determine a requirement for an application that provides a solution for an existing or new business function. The site/Command employs its own decision-making and approval processes to determine the need for a particular release. This guide is not intended

to tell a requestor or site how to determine this requirement. Once the requirement is established, the desired solution is selected.

The following preferred solutions are listed in order of cost and complexity to obtain:

- Optional user capability from CLIN 0023 Catalog.
- "Deployed" or "Ready to Deploy" listing in NMCI Application Catalog within ISF Tools.
- New (emerging) release currently in the NRM.
- New (emerging) release that must be submitted to NRM.

3.5.3.1 Review NMCI Contract Line Item Number (CLIN) 0023 Application Catalog

The requestor/site must review the CLIN 0023 Application Catalog to determine if a solution to satisfy this requirement is available. Use of the CLIN 0023 solution is *optional*. If the site/Command can satisfy this requirement by using one of the CLIN 0023 options, the process and steps to deploy the release are simplified for all parties involved. The site/Command can order the application item through its CTR/ACTR and deal directly with the ISF to deploy the release. If the solution is not available through the CLIN 0023 Application Catalog, the requestor/user must proceed to the next step in the process.

CLIN 0023 Catalog: <http://www.nmci-eds.com/clin023.htm>

3.5.3.2 Obtain via Optional User Capabilities Catalog CLIN 0023?

The requestor/site must decide whether to obtain the solution through the Optional User Capabilities Catalog, which provides COTS software and hardware peripherals associated with data, voice, and video seats, to support requirements beyond the basic services for specialized tasks. Items in the catalog can be ordered and provided to the requestor and are integrated and interoperate with all basic and optional services.

CLIN 0023 Catalog: <http://www.nmci-eds.com/clin023.htm>

3.5.3.3 Review NMCI Application Catalog Located on the ISF Tools Database to Determine If Solution Is Deployed in NMCI

Determine if the requirement can be solved by using existing solutions. In other words, is the solution deployed in NMCI? The requestor/site must review the NMCI Application Catalog located on the ISF Tools Database to determine if a solution has been tested, packaged, certified, and is either deployed or in a "Ready to Deploy" status. Note that requestor/site should use, if available, the certified Ready to Deploy CDA RFS version of the release. If a CDA RFS version is not available, the requestor/site should choose any available version that is marked certified Ready to Deploy. The requestor/site must specify the RFS number and Radia instance name wanted. Only those releases that the FAM has approved may be selected for deployment. If the application is not available in the NMCI Application Catalog, the requestor/site must introduce the solution as a new/emerging release by following the NRDP in [Section 6.0](#).

ISF Tools Database: <http://www.nmci-eds.com/transition.htm> (transition link) or <https://usplswebh0ab.plano.webhost.eds.net/isftool/Login.jsp> (direct link).

3.5.4 Contract Technical Representative (CTR) / Activity Contract Technical Representative (ACTR) Approval?

The requestor/site contacts the site CTR/ACTR to request the release. The CTR/ACTR, using the ISF Tools Database, reviews the request to determine whether a deployable solution is available. The CTR/ACTR also determines if funding is available to support the deployment. If the release or funding is found to be unavailable, the CTR/ACTR notifies the requestor/site.

3.5.5 Update Site Rationalized List

The Rationalized List identifies all releases, both legacy and NMCI deployed, approved for use at a particular site. The ISF Tools Database contains this list. Once the CTR/ACTR has approved the request, the requestor/site updates the Rationalized List with the new release. If the Rationalized List cannot be updated, the requestor/site notifies the Command and requests an update of the affected Rationalized List. If the release replaces an existing application on the site/Command Rationalized List, the old application is removed just prior to deployment of new release. This step ensures that the application inventory for the site/Command reflects an accurate inventory of all applications deployed within the site/Command.

3.5.6 Complete a Service Request Management (SRM) [Moves, Adds, Changes (MAC)] Form or Distribution CLIN

The CTR/ACTR completes a MAC form or submits a Distribution CLIN request upon verification that the release is available in the ISF Tools Database for deployment. The MAC form is available at http://www.nmci-eds.com/helpdesk_reqforms.asp. Special spreadsheets at the same website cover main request details, software details, and machines to receive software. The MAC or Distribution CLIN request notifies EDS to begin work for deployment of the release. Refer to [Paragraph 4.2.3](#) for information on Service Request Management (SRM).

NOTE: Local load uses a physical MAC at the local site/command only.

3.5.7 Complete Application Mapping

The requestor/site follows the release mapping process detailed in [Paragraph 6.6.3.5](#) using the template provided in [Appendix I.3](#). The requestor/site identifies all Application Mapping requirements to support the deployment of the release to the specified users/seats. The NMCI Enterprise Tool (NET) will perform this process when it is available to support this requirement.

NOTE: Application Mapping in NET can only occur if the application currently resides on the Rationalized List in the ISF Tools Database for the ordering Command.

3.5.7.1 NMCI Enterprise Tool (NET) Description

The web-based NET is intended as a single point of entry within the DON for ordering an application and processing it through delivery to a specified seat. NET will allow the following processes:

- Maintain user profiles.

- Locate an individual at a site for delivery.
- Populate the NMCI Global Address List.
- Maintain and monitor existing inventory.
 - Enter current inventory and inventory tracking numbers.
 - Associate tracking numbers with a user profile.
- Configure seats.
 - Create and modify seats
 - Map legacy applications, peripherals, and shared accounts.
- Order seats.
 - Route seats through the approval process.
 - Place seats on an order.
 - Provide build-out blocks for staging and deployment.

NET is located at

http://www.nmci.navy.mil/Primary_Areas/Contract/Webpages/Active/Index.htm → Seat Ordering (NET and eMp) or <https://128.11.63.205/net/>. The user interface is role based and requires a password.

3.5.8 Determine if Licenses Are Needed

COTS applications require some form of licensing and some Joint applications have imbedded COTS that require licenses. The Government is responsible for ensuring that license and copyright rules, regulations, and laws are followed. The site/requestor must determine if licenses are needed to deploy the release to all users.

3.5.8.1 Obtain Licenses

If additional licenses are required, the requestor/site must obtain the necessary licenses (from the COTS or GOTS Developer/vendor) to ensure compliance with Navy software licensing policy. In some instances, a preexisting license may be available or an enterprise license may cover the upgrade.

3.5.8.2 Verify Licenses

Prior to the submission of the SRM (MAC) or Distribution CLIN request, the CTR/ACTR verifies that all requestor/sites requesting the release have obtained the necessary licenses to support the deployment of the release. Submission of the SRM (MAC) or Distribution CLIN request is placed on hold until all licensing requirements have been satisfied.

3.5.9 Submit Completed SRM (MAC) Form or Distribution CLIN

The CTR/ACTR submits the completed SRM (MAC) Form to the NMCI MAC Desk using the following e-mail address: mac@nmci-isf.com. The CTR/ACTR submits the Distribution CLIN in accordance with the instructions contained in the CLIN.

3.5.10 Perform Limited Deployment Evaluation (LDE)?

The requestor and EDS have a joint responsibility to determine if a Predeployment evaluation of the release is required to ensure the release properly deploys to the affected sites. This evaluation is similar to Application Release Deployment Readiness Activity (ARDRA) and is performed in a live NMCI environment. In general, only complex releases that require connectivity beyond the desktop should be considered for this evaluation. The end state of the LDE is a pass or fail.

Note: The LDE evaluation is similar to ARDRA. EDS performs ARDRA when a release is first deployed within NMCI. EDS performs LDE when a release previously deployed within NMCI is deployed at a new site.

3.5.10.1 Conduct LDE

The requestor/site identifies a small number of seats to participate in the evaluation. In case of a failure, a small number limits resulting damage to the selected seats, rather than risking all the seats receiving the release. A small number also allows EDS to quickly execute the Backout Plan and return the affected seats to a full operational capability.

The requestor/site provides EDS with information on the affected seats to complete the LDE push from the NOC. The NOC prepares that release and coordinate the push with affected seat users. Once the release has been pushed, the user evaluates the deployment to ensure the release loaded properly and is functional. The NOC identifies and documents any failures or problems.

If the release passes the LDE, it continues to the next step in the process.

3.5.10.2 Resolve Failure

The requestor/site and EDS work together in resolving any failures or problems that resulted from the LDE. They may take the following actions to resolve a failure:

- If a failure requires reengineering, the release is removed from the process and the requestor/site must contact the Developer for development of a Release Management Process solution.
- If the failure is resolved without reengineering the release (i.e., manual configuration), the process continues.

3.5.11 Coordinate Deployment

Coordination ensures completion of all tasks to ready the release for deployment to the site(s). Effective communication in the installation process ensures that all participants understand and execute the requirements. Establishing effective coordination between the requestor/site, CTR/ACTR, and EDS helps to identify any problems and quickly apply corrective action to resolve the problem.

3.5.12 Deploy Release to Sites/Users

The final step in the RRPTE process deploys the release to all affected users. The following release types determine the overall urgency of the release:

- **Planned Annual Release or Planned Point Release:** Routine releases that are on a normal deployment schedule
- **Urgent:** Releases that address key business drivers (e.g., seat rollout, security vulnerability, potential user outage). The users cannot perform the business function.
- **Emergency:** Releases that address loss of service, degraded service, and performance, safety, and/or security attacks. The Command/site initiates Emergency releases, which the NNWC must approve.

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