

# Navy Marine Corps Intranet (NMCI) Site Deployment Guide

Version 1.3

09 June 2004



**Prepared by:**

NMCI Navy Program Management Office, PMW 164  
Space and Naval Warfare Systems Command

**Prepared for:**

NMCI Navy Customers

The NMCI Navy Site Deployment Guide is published for informational purposes only to describe the process of site migration. The content of this document shall not be considered contractually binding. All issues associated with the NMCI Contract N00024-00-D-6000 shall be referred to the Procuring Contracting Officer, at 703-685-5508.



## SUMMARY OF CHANGES OCCURRING IN VERSION 1.4

Page	Paragraph	Summary of Change(s)
1-1	1.0	Inserted “Blue Disk” information
2-1	2.1	Rewrote PMO Oversight statement
2-2	2.1	Updated the Table to reflect additional DCPM role
2-2	2.2	Provides a “Note:” reflecting DCPM roles and involvement
2-4	2.3	Updated the verbiage regarding the NMCI Enterprise Transition Plan
2-6	2.5	Created new paragraph(s), including Very Small Site and On Base, Low Density User Management
2-8	2.7	Added new Tiger Team section
2-8	2.7	Created a new paragraph that includes a Facilities Management overview
3.3	3.4(k)	Added Gold/Blue/Green/Silver Disk verbiage
3-1	Fig 3-1	Updated to reflect DCPM Role
4-2	Fig 4-1	Updated to reflect DCPM Role
4-2	4.3	Created a new paragraph including Scheduling Activities
4-3	4.4	Updated the first paragraph to reflect DCPM responsibilities
4-5	4.5	Updated the Table indicating DCPM responsibilities
4-6	4.5a	Updated the paragraph to reflect DCPM responsibilities
5-1	Fig 5-1	Updated to reflect DCPM Role
A-1	Apx A	Added DCPM to the Acronyms List as well as 15 other terms
C-1	Apx C	Added DCPM reference to the Report Card
D-1	Apx D	Added new appendix
E-1	Apx E	Updated Site Links, as required
F-1, 4	Apx F	Added new appendix
G-1	Apx G	Added new appendix

## DOCUMENT PROPERTIES

Owner: Director NMCI Please send feedback on this version of the SDG in the suggested format below to:

NMCI PMO Site Management Division [reiberw@saic.com](mailto:reiberw@saic.com) 858-826-5136

Format:

Paragraph	Problem/Concern	Recommended Solution

Your comments and recommendations to improve this guide are highly encouraged. As you review its contents consider these questions:

Does this guide give you what you need? Does this guide overly constrain you and how?

In your response please ensure that you clearly reference the paragraph being addressed, explain the problem or concern and provide a recommended solution.

**TABLE OF CONTENTS**

**I PURPOSE OF THIS GUIDE.....I**

**II SCOPE OF THIS GUIDE .....I**

**III DOCUMENT STRUCTURE .....I**

**IV INTENDED AUDIENCE ..... II**

**1.0 EXECUTIVE SUMMARY ..... 1-1**

**2.0 GENERAL SITE TRANSITION INFORMATION ..... 2-2**

2.1 Transition Management ..... 2-2

2.2 Recommended Resource Requirement ..... 2-3

2.3 Schedule Management ..... 2-4

2.4 Management of Smaller Sites/Claimants ..... 2-5

2.5 Issue Tracking ..... 2-6

2.6 Facilities Management ..... 2-7

2.7 Tiger Team (T2) ..... 2-8

2.8 Lessons Learned ..... 2-10

**3.0 PRE-CUTOVER STAGE..... 3-1**

3.1 Overview ..... 3-1

3.2 Timeline ..... 3-1

3.3 Duties and Responsibilities ..... 3-2

3.4 Detailed Information ..... 3-2

3.5 Lessons Learned ..... 3-6

**4.0 CUTOVER STAGE ..... 4-1**

4.1 Overview ..... 4-1

4.2 Timeline ..... 4-1

4.3 Duties and Responsibilities ..... 4-2

4.4 Detailed Information ..... 4-6

4.5 Lessons Learned ..... 4-11

**5.0 POST-CUTOVER STAGE ..... 5-1**

5.1 Overview ..... 5-1

5.2 Timeline ..... 5-1

5.3 Duties and Responsibilities ..... 5-1

5.4 Detailed Information ..... 5-5

5.4.1 SLA Attainment ..... 5-5

5.4.2 Move, Add, Change (MAC) ..... 5-7

5.4.3 Other Post Cutover Tasks ..... 5-12

5.5 Lessons Learned ..... 5-13

**APPENDIX A – ACRONYMS ..... A-1**

**APPENDIX B -- NAVAL MESSAGE; NMCI LESSONS LEARNED..... B-1**

**APPENDIX C -- SEAT ACCEPTANCE CHECKLIST ..... C-1**

**APPENDIX D – SCHEDULE CHANGE REQUESTS (SCRS) ..... D-1**  
**APPENDIX E -- WEB LINKS..... E-1**  
**APPENDIX F – SITE MANAGEMENT DIVISION FY 05 AND FY06 .....F-1**  
**APPENDIX G – JOINT NMCI TRANSITION CHECKLIST .....G-1**

**LIST OF FIGURES**

Figure 2-1 Issue Tracking..... 2-7  
Figure 2-2 Tiger Team Composition..... 2-9  
Figure 3-1 Pre-Cutover Timeline ..... 3-2  
Figure 4-1 Cutover Timeline ..... 4-2  
Figure 4-2 Site Rollout Leadership Team Structure..... 4-2  
**Figure 5-1 Post-Cutover Timeline..... 5-1**

**LIST OF TABLES**

Table 2-1 Transition Management ..... 2-2  
Table 2-2 Staffing and Job Discretions ..... 2-4  
Table 4-1 Critical Tasks Assignments..... 4-1  
Table 4-2 Phase 2 Cutover Duties and Responsibilities..... 4-5  
Table 5-1 Phase 3 Post-Cutover Duties and Responsibilities..... 5-5  
Table 5-2 Service Delivery Points..... 5-8  
Table 5-3 MAC Types..... 5-9  
Table 5-4 MAC Activities and Process ..... 5-12

## I Purpose of this Guide

The Site Deployment Guide furnishes the government customer with key information needed to successfully migrate to the NMCI Environment, as well as lessons learned throughout the deployment of the initial NMCI sites.

## II Scope of this Guide

This guide establishes the major events that occur during each phase of the NMCI Site Deployment, and their impact on the government staff. It defines those processes and deliverables for which the government is responsible. It stipulates critical tasks and lessons learned, which when heeded, will enable the customer to successfully migrate to NMCI. Special emphasis is given to the Cutover Phase, since this is a critical stage during the deployment process.

## III Document Structure

This guide consists of five sections and six appendices. The sections are described as follows:

<b>Section 1</b>	This section provides an Executive Summary of the Site Deployment Process.
<b>Section 2</b>	This section provides the General Site Transition Information needed by the customer, and includes sub-sections on Chain of Command, Resource Requirements, Schedule Management, Issue Tracking, Management of Smaller Sites, Facilities Management, Tiger Team and Lessons Learned.
<b>Section 3</b>	This section describes Pre-Cutover Phase, including all Pre-Cutover tasks listed on the Joint NMCI Transition Checklist.
<b>Section 4</b>	This section discusses the Cutover Phase where the transition of the users and resources to the new environment are completed. This phase is considered complete by the validation, review and acceptance of the NMCI Seats.
<b>Section 5</b>	This section describes the Post-Cutover Phase where pre-defined performance measurements are validated and observed by the customer as EDS takes over the IT support operation of the new NMCI system.

The three sections (three through five) describing each of the government phases and their activities are broken down into sub-sections, described as follows:

<b>Section x.1</b>	This sub-section provides overview information for the phase.
<b>Section x.2</b>	This sub-section provides the timeline for the activities occurring during this phase.
<b>Section x.3</b>	This sub-section summarizes the roles, responsibilities, and deliverables for the phase in a tabular format.
<b>Section x.4</b>	This sub-section provides additional details needed to clarify tasks listed in the Roles and Responsibilities Table. References will be provided to any further details needed. Much greater detail is given on the Cutover Phase than any other phase, since it is so critical to the government.
<b>Section x.5</b>	This sub-section lists the lessons learned based on recent experience in NMCI Site Deployment. These lessons learned are included, so that the appropriate changes can be taken to minimize the risk to the NMCI Site Deployment.

## **IV Intended Audience**

The intended audience of this guide is the government customer managing the NMCI migration at a Navy site. This guide is also important for government and contractor employees who assist the site with the transition to NMCI.

## 1.0 EXECUTIVE SUMMARY

The NMCI is an Information Technology (IT) initiative and procurement strategy designed to provide secure, seamless, end-to-end connectivity. Navy and Marine Corps personnel use IT to support the Department of the Navy's (DoN's) core business, scientific, research, computational, and war fighting support activities. The United States Navy (USN) and United States Marine Corp (USMC) NMCI service area includes the Continental United States (CONUS), Hawaii, Alaska, Japan, Puerto Rico, Cuba and Guam. Upon completion of NMCI Cutover there will be an estimated 400,000 NMCI seats utilized by Navy and Marine Corps uniform and civilian workforce members, including USN and USMC reserve forces. Additionally, the NMCI service area may be expanded outside the continental US (OCONUS) sites in the near future, most notably to Okinawa and Mainland, Japan.

A critical task for NMCI Site Deployment is to transition the existing Navy and Marine legacy applications and systems to the new NMCI Environment, while ensuring established security standards and policies are met. A legacy application is any application in use today at a site by people performing the mission of the DoN, which is not a part of the approved NMCI applications. This transition can only be successfully completed without major site impact if processes are well coordinated and executed in a timely, systematic manner.

Electronic Data Systems (EDS) as the prime, and their key subcontractors, are the NMCI contractor team for the transition. After successful transition, they will manage the IT support operation for the government. The EDS activities are grouped into a three phase process; Planning Change, Site Preparation and Site Transformation.

The government has related activities, organized into three major stages. These are Pre-Cutover including Assumption of Responsibility (AOR), Cutover or Transition, and Post-Cutover or Post-Transition/Operations. Key milestones within each stage are managed and tracked at three different levels by the Navy. Site deployment success is directly related to the amount of cooperation and coordination between EDS and the government as they complete their related activities.

For convenience, a list of acronyms used extensively throughout this Guide, is listed at Appendix A. Additionally, a ready reference of commonly used websites are also listed at Appendix E.

## 2.0 GENERAL SITE TRANSITION INFORMATION

NMCI transition is important to the DoN because it will provide greater IT network security and better management of IT resources. This will provide cost savings that can be used for mission critical tasks. Transition to NMCI is not a trivial undertaking and remains very resource intensive. However, if prior to Cutover the groundwork is laid by careful information gathering and planning, this transition will proceed smoothly with the benefits soon realized.

Assigning adequate resources is essential for an effective site transformation. There are a variety of sizes and types of sites, each with their own individual circumstances and needs. The complexity of transition depends on the service needs of the site, the number and diversity of applications and the existing infrastructure.

The PMO provides management oversight of the NMCI transition and implementation. This includes, facilitation of legacy system transition, assessments of technology, and implementation of DoN and DoD plans and policies. In addition, the PMO provides contract management and oversight, assists NNOC in developing and implementing policies and best business practices, manages Government Furnished Equipment (GFE), and oversees Government Management Office (GMO) business process management.

### 2.1 Transition Management

Transition activities and issues are managed and reported on multiple levels. These levels are the Director’s Office, PMO and Site. Table 2-1, below, represents a listing of the people involved in each level.

<b>Director NMCI</b>
Director NMCI
Echelon II Commanders and Command Information Officers (CIOs)
EDS Enterprise Client Executive (ECE)
<b>PMO, Claimants and Regions</b>
Navy Program Manager
EDS Client Delivery Executive (CDE)
PMO Customer Project Manager (CPM)
Customer Echelon II NMCI Transition Manager
EDS Claimant Manager (CM)
PMO CPM/Regional Integration Lead (RIL)
EDS Regional Manager (RM)
<b>Site</b>
Site Integration Lead (SIL) and/or Deputy Customer Project Manager (DCPM)
Customer Technical Rep (CTR)
EDS Site Manager (SM)

**Table 2-1 Transition Management**

*Note: During FY05, Site Integration Lead (SIL) positions were planned to be left unfunded, and SIL responsibilities envisioned to be transitioned to a PMO sponsored DCPM. This position would then coordinate all formerly assigned SIL responsibilities between the EDSSM, the RIL, the CPM and the site CTR.*

## 2.2 Recommended Resource Requirement

Once the leadership for the task in question is determined, the next issue to be addressed is the provision of adequate staffing resources. The customer provides the Customer Site Transition Team and the Customer Cutover Transition Team. The PMO and EDS also provide staffing resources for the Site Transformation process. Time and experience have provided a guideline that can be used for planning personnel resources. Each situation is different however, and individual claimancy and site needs should be taken into account when planning staffing. Leadership and staffing needs will change over time, based on the tasks to be accomplished. Table 2-2, following, shows staffing and job descriptions.

Echelon II Staffing Positions	Site Staffing Positions	Job Description
NMCI Manager		Echelon II representative responsible for overall claimancy transition to NMCI
Legacy Apps Manager	Legacy Apps Coordinator	Representative responsible for legacy applications rationalization, media submission and testing
Legacy Apps Assistance	Assistant Legacy Apps Coordinator	Representative assisting with legacy applications rationalization, media submission and testing
Schedule Coordinator		Echelon II representative responsible for all claimant transition schedules
	Schedule Coordinator (for Rollout and Legacy Apps Testing)	Site representative responsible for all site transition schedules, particularly rollout and legacy applications testing.
Tech Lead	Technical Rep	Representative responsible for all unique architecture, and the implementation of technical requirements
Lead Customer Technical Representative (CTR)	CTR	Representative responsible for all DCTR and ACTR actions including ordering, invoicing, and contract execution

Echelon II Staffing Positions	Site Staffing Positions	Job Description
	Deputy CTR (DCTR)	Site representative responsible for all DCTR and ACTR actions, including ordering, invoicing, and contract execution. Assumes CTR actions in the absence of the CTR.
Assistant CTR (ACTR)	ACTR	Representative assisting with ordering, invoicing, and contract execution
Facilities Coordinator		Echelon II representative responsible for all NMCI facilities coordination, including server farms, staging, administrative spaces, etc.
Physical Security/IA Coordinator		Echelon II representative responsible for all security and IA issues in the claimancy
Information Systems Security Manager (ISSM)		Interface with PMO for all network security issues.
	Move Add Change (MAC) Coordinator	Site representative responsible for the coordination, approval and tracking of all site MAC requests
	System Admin for GAL and Shared File Space Administration/500 Seats	Site representative responsible for administration of all shared and public folders, as well as address lists administration

**Table 2-2 Staffing and Job Discretions**

### 2.3 Schedule Management

The Director NMCI, EDS, and the MC are the approval authorities for all NMCI changes to the NMCI Enterprise Transition Plan (previously referred to as the schedule). Executing to this plan is important as equipment ordering and staff availability are both planned from this document.

The NMCI Enterprise Transition Plan (currently V3.0) is posted weekly on the NMCI Director's web portal at:

[http://nmci.navy.mil/Primary\\_Areas/Schedule/Schedule](http://nmci.navy.mil/Primary_Areas/Schedule/Schedule)

under a login and password protected link. The login and password can be requested from the Navy PMO Schedule Group.

Once the site has placed an order, that site is listed on the Enterprise Transition Plan. The AOR and Cutover dates are established through discussions with EDS. This triggers all

of the predetermined activity dates for the site to complete their deployment. The Site Concurrence Memorandum (SCM) can be used to document site unique requirements and an agreement including the AOR date, but is not a contractually binding document.

All EDS and government activities are tracked based on their own projected timeline of completion. The timeline counts down calendar days towards the cutover date. Once the cutover date is reached, cutover activities will begin and will take 30 to 60 days to complete, depending on the number of seats and the ratio of technical implementation staff assigned to those seats. Once the cutover is complete, the entire IT support is turned over to EDS with the exception of Legacy Server support and any IT systems that have been determined to be outside of the scope of NMCI (i.e. tactical systems). As EDS takes over the IT support operation, the government will continue observing and validating the Service Level Agreement (SLA) for each component part for 30 days based on pre-defined performance or output thresholds.

**Schedule Change Process.** Each quarter EDS provides a proposed transition plan for the upcoming quarter. The Navy and Marine Corps PMO take this plan, review it with Site, Regional, Echelon II, and EDS personnel to agree upon an achievable schedule. This feedback is returned to the Navy and Marine Corps and eventually becomes the next quarter's baseline schedule. Refer to the SCCB Charter in Appendix D for the full process.

## **2.4 Management of Smaller Sites/Claimants**

- **Very Small Sites**

Very Small Sites are defined as sites having 23 or fewer unclassified seats to rollout. The NMCI contract provides for a reduction to the monthly price for remote users at very small sites as a result of changed performance levels for Shared File Performance; SLA 5.4 will not be measured at these sites. This does not delete any basic services. Alternative technology such as SDSL (at a speed not less than 640 Kbps), Frame Relay (at a CIR of not less than 768 Kbps), Fractional T-1 (at a speed not less than 768 Kbps), etc. may be used for unclassified service at remote sites with 23 or fewer seats. The Contractor will not provide service at such sites using dial-up connections, alternative technology at lower speeds, or other solutions unless specifically authorized by the Director, NMCI. The Contractor is not required to provision Frame Relay service to fewer than ten seats at a site, or Fractional T-1 service to fewer than twelve seats at a site.

- **On Base Low Density Users**

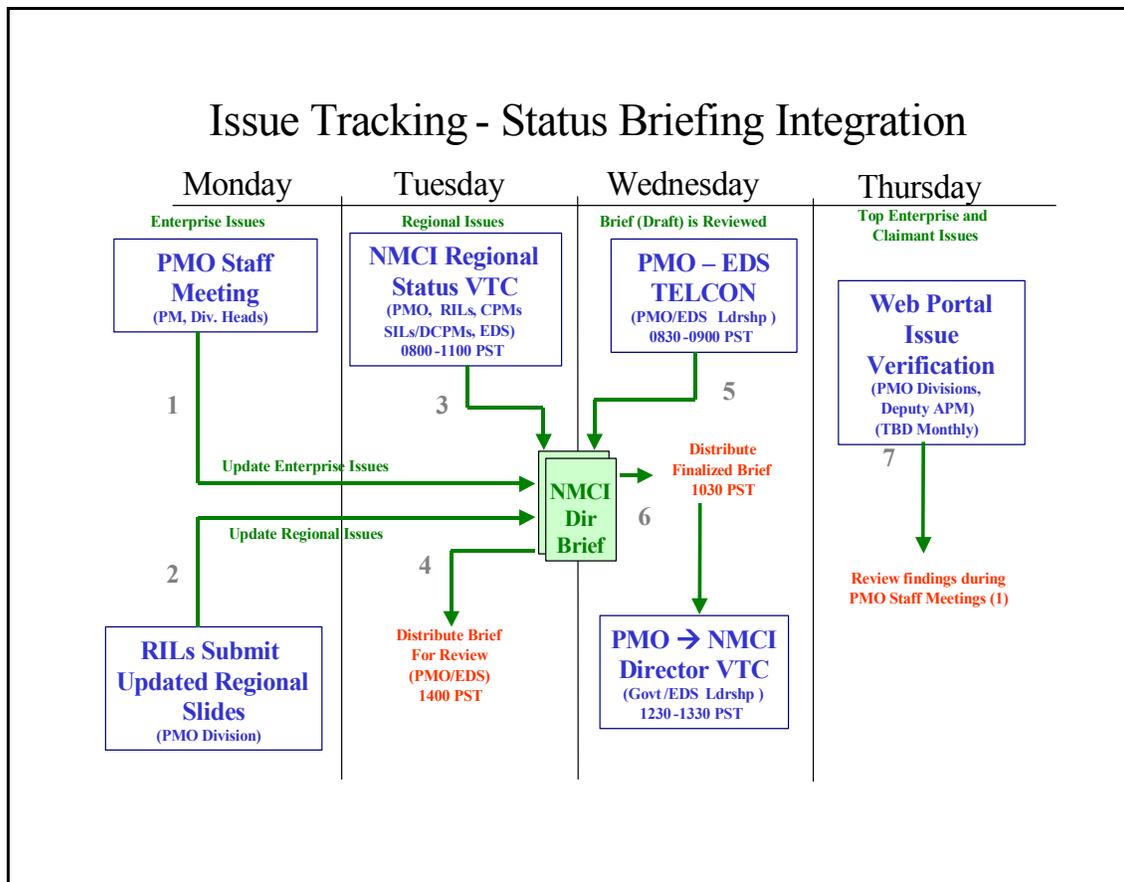
To service on-base locations having nine or fewer unclassified seats, the Contractor may use alternative technology such as SDSL (at a speed not less than 640 Kbps), Long Range Ethernet (LRE) (at a speed not less than 5-15Mbps), etc. The Contractor will not provide service to such seats using dial-up connections, alternative technology at lower speeds, or other solutions unless specifically authorized by the Director, NMCI.

## 2.5 Issue Tracking

As tasking progresses, there must be a way for all parties involved in the task to communicate status and issues. This reporting is managed within the Site Transformation Process via a PMO Regional Status Meeting. This is held weekly and includes EDS and PMO. This meeting provides each Regional Integration Lead and EDS RM the opportunity to communicate to the PMO their current status, and any issues that are or could impede their ability to meet the appropriate milestones. Specific metrics are gathered from Project In Vision (PIV) and NMCI Enterprise and Warroom Reporting System (EWRS) for each site to facilitate status reporting. Some of the key metrics are: the total number of seats currently rolled versus the planned amount; the total number of seats cutover this week versus the planned amount; and the number of seats blocked.

Each RIL and EDS RM is asked to provide information on any new issues for their region, and a list of all current issues. The PMO evaluates all issues presented in this meeting and groups those common issues into enterprise level issues that need to be addressed. All issues, whether Enterprise or Site Specific, are entered as an Issues, Risks, Actions, Assumptions and Decision (IRAAD) in the EDS Scheduling tool, PIV, for follow-up. In addition, the PMO gathers the top enterprise and regional issues and prioritizes them to be briefed to the Director of NMCI.

Only the Director of NMCI, Navy PM, or Procurement Contract Officer (PCO) can stop, pause or slow down the NMCI rollout. The site should not impede the progress of cutover unless it can be shown that it would prevent the performance of the site mission. If the site customer determines that a unilateral cutover decision is required, executes that decision, and later it is determined that the impact was not mission preventing, the site may be liable for the financial costs of that decision. Figure 2-2, below, is a diagram depicting the Issue Tracking – Status Briefing Integration.



**Figure 2-1 Issue Tracking**

## 2.6 Facilities Management

Facilities Teams are focused on a smooth implementation of NMCI across the enterprise. These Teams, created by the Navy Program Management Office are coordinating contract decisions, issue resolution, and related processes. They will ensure the provision of government furnished facilities for the NMCI build-out.

The Facilities Teams develop the following activities:

- Identifying space for ISF Server Farms, Network Operation Centers, and administration / warehousing necessary to support these functions;
- Working closely with ISF Facilities Team members to resolve issues expeditiously;
- Coordinating utilities, Hazmat concerns, repair work on buildings housing NMCI equipment, and furniture provision for NMCI contractors;
- Resolving facility and contract issues, and;
- Facilitating construction progress during ISF construction build-out and BAN/ LAN rollout - overseen by Resident Officer in Charge of Construction (ROICC).

The Southwest Division of NAVFAC directs the Navy Facilities Team, which includes working group members from SPAWAR, Claimants, Regions, Public Works Offices /

Centers, NMCI Contractors and Reserve Officers in Charge of Construction (ROICCs). Additionally, the team consists of other NAVFAC Engineering Field Divisions representatives.

Detailed information is provided on the Navy Facilities website for NMCI (below):

<http://www.efdswww.navy.mil/05/05i/nmci.htm>

The following information should be available at this website:

- ISF Facilities Standard (original draft);
- ISF Facilities Standard (new version due out in November);
- BAN/LAN Handbook, entitled "NMCI Standard Construction Practices UFC Document", available soon and;
- New document entitled "GFF Communication Processes", available end of October.

## 2.7 Tiger Team (T2)

The scope and charter of the NMCI T<sup>2</sup> will execute actions across the spectrum of disciplines within NMCI – technical, financial, process or contractual at the discretion of the sponsors.

The NMCI T<sup>2</sup> will be comprised of two sets of resources. The permanent core team will be very small – (T<sup>2</sup>) Leaders, SILs, SME-Networks, SME-IA, an administrative assistant and project coordinator. The second set of resources will be selected from the existing resource pools represented by NMCI teams, other Government and EDS sources. See Figure 2-2, below.

NMCI's T<sup>2</sup> Actions will be prioritized and chartered by NMCI's Executive Partnership as its primary sponsor

Methodology –

- (T<sup>2</sup>) will receive its charter from the NMCI Executive Partnership.
- Upon receipt of their charter, the Tiger Team leaders will contact the principles and gather the details necessary to organize the action and select team members.
- Once selected, the team members would produce a high level approach to the charter as well as duration and cost estimates. Logistics initiated.
- (T<sup>2</sup>) Leaders present team, approach and estimates to NMCI's Executive Partnership. Obtain Charter and Authority for Action.
- Tiger Team Plan commences action execution.
- Execution is tracked to completion by the ISC
- Deviations from agreed upon execution schedules shall be escalated by the ISC to T<sup>2</sup> Leaders immediately with follow on mitigation ensure that performance to plan is met.

T2 Operational Metrics –

- (T<sup>2</sup>) approach and estimates presented to NMCI Executive Partnership within 24 hours of charter.
- (T<sup>2</sup>) point of presence on site within 48 hours of NMCI Executive Partnership Charter
- (T<sup>2</sup>) Selected resources released from current assignments within 24 hours of their manager’s notification
- (T<sup>2</sup>) Plans will be structured and staffed to execute within 30 days. All days will be workdays. Exceptions to the 30-day durations will be noted during the plan approval presentation to the NMCI Executive Partnership.

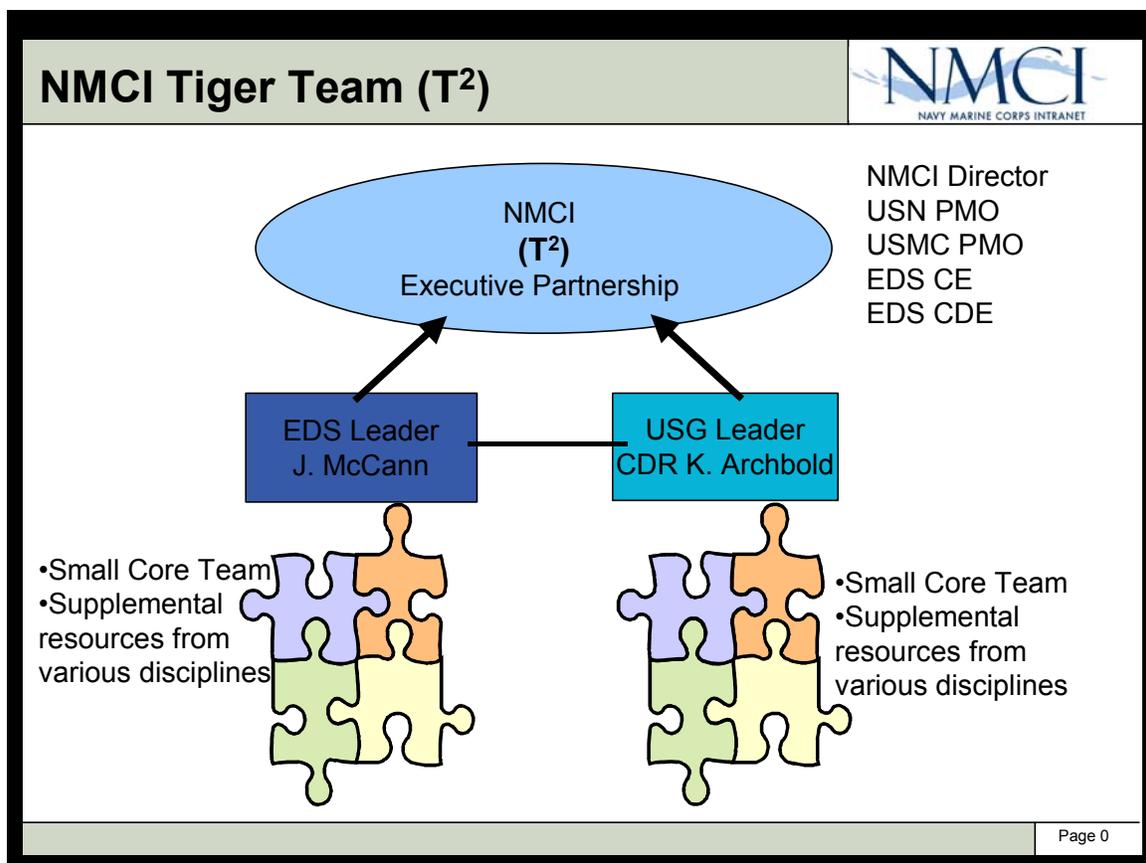


Figure 2-2 Tiger Team Composition

## 2.8 Lessons Learned

As early adopter claimants and sites have progressed through the Site Transformation Process, issues have arisen, been evaluated and resolved. Resolved issues have brought about NMCI Enterprise Policy changes, as well as Lessons Learned, so that subsequent claimants and sites do not encounter the same issues. These established Enterprise Policies should be used and the lessons learned heeded, so that the Site Transformation can be the most successful. Customer Advocate Advisories (CAA) are the primary vehicle for Enterprise-wide dissemination of program updates (NMCI Information Advisory's (NIAs) and NMCI Information Bulletins (NIBs)) and new information of interest to the NMCI user. . The CAAs are located at the following NMCI website and are updated weekly by the PMO (password-protected link – the NMCI Director's Office staff processes password requests).

[http://www.nmci.navy.mil/Primary\\_Areas/Transition\\_to\\_NMCI/Secured/CAA/Main\\_CAA\\_Page](http://www.nmci.navy.mil/Primary_Areas/Transition_to_NMCI/Secured/CAA/Main_CAA_Page)

General site transformation lessons learned are listed below. Phase specific lessons learned will be listed in the individual phase sections. Appendix B contains Naval Message 24183Z Dec 02 SUBJ: Navy NMCI Lessons Learned. In addition, all Lessons Learned will be posted on the NMCI Website at (user name and password required: NMCI Director's staff processes password requests):

[http://www.nmci.navy.mil/Primary\\_Areas/LessonsLearned/Lessons\\_Learned\\_Pre\\_Main\\_Page](http://www.nmci.navy.mil/Primary_Areas/LessonsLearned/Lessons_Learned_Pre_Main_Page)

- Echelon II and Local Command leadership, and commitment to an efficient and timely transition to NMCI are absolutely critical. As the individual user begins to see their leadership actively working to insure the success of the NMCI transformation, then they too will follow suit and take the steps necessary to insure a smooth transition. This cannot be underestimated.
- Not only must the claimant follow established NMCI processes and procedures (as found in this document or the more detailed information located at the links given) they must establish claimant processes and procedures that will be followed for all sites within their Claimancy. This allows their sites to address claimant specific issues in a uniform manner. Establishing and following NMCI and claimant policies and procedures increase the productivity of all staff because there will not be multiple people assessing and resolving the same issues every time they occur.
- Escalate issues immediately, solve problems, and communicate the lessons learned to others.
- Develop Claimant Enterprise Standards for architecture and applications. Standard hardware and software configurations should be used for groups of personnel performing like job functions. Application profiles, such as Financial, Logistics, Recruiter, and Squadron, have also proven to be very effective and provide great benefits to a successful transition. Application profiles make workstations easier to

produce and maintain. Part of this rational involved the fact that by June 2003, there were more than 34,000 legacy applications identified for transition to NMCI. This number of applications represents a huge investment in licensing, maintenance and operating expenses; therefore, the Under Secretary of the Navy designated the Functional Area Managers (FAM)s to implement processes reducing the number of IT applications by 95%, to the minimum number required to support Naval requirements. Therefore, *only applications that have been accepted and approved by the FAMs will be deployed in NMCI.*

- Education is the primary responsibility of Commanding Officers (COs) and CIOs from the Echelon II down to the individual sites. Educate users early and often. This helps manage their expectations and goals for the NMCI transition. Ensure that the user understands the benefits to the DoN Enterprise of increased security, standardization, reduced applications and decreased cost. These translate to savings that can be passed on to the War Fighter. Establishing this vision with the user is critical to obtaining their support. The user should understand that all users may not see a direct benefit, but the Navy Enterprise will.

## 3.0 Pre-Cutover Stage

### 3.1 Overview

Once the site has issued a Task Order and is later selected for transition, a great deal of data gathering and planning must take place. The site must identify their needs to EDS through such means as a Preliminary Site Questionnaire (PSQ), and the development of a Rationalized Application List, among other tasks. An excellent way to help prepare a site for the tremendous job of transition is utilization of the PMO Visit Team. Their job is to present an “In-Brief” and to assist the site with the necessary activities. Depending on the size of the site and the volume of applications to be rationalized, the site visit may need to be scheduled sooner. Any items that cannot be completed by AOR should be escalated through the appropriate chain of command.

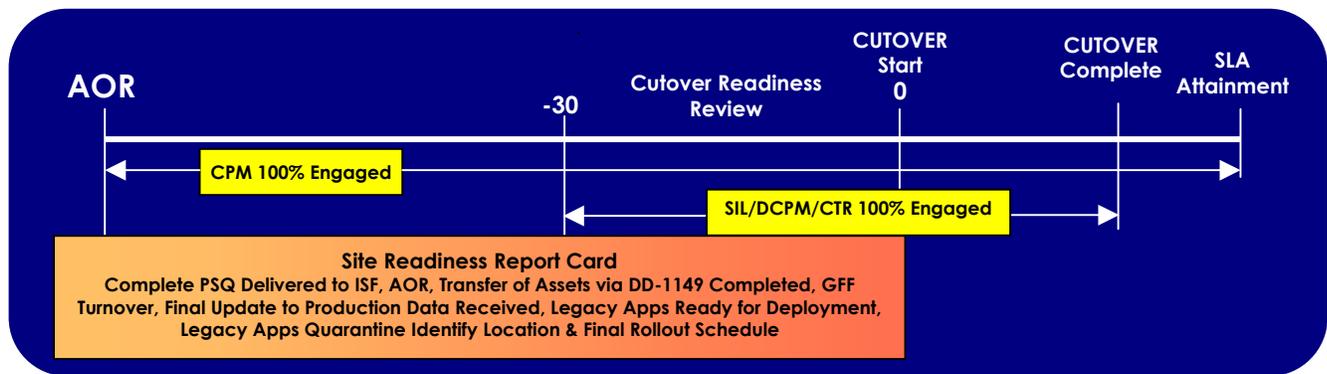
After the initial data gathering is completed, preparations begin for the transfer of civilian personnel, computer equipment and operational responsibility for providing support and services from the government to the contractor. This level of activity requires involvement of all support personnel, government and contractor, while EDS begins to furnish, install, and test the site infrastructure. Attention to detail and completion of all required tasks will enhance the transition, and eliminate interruptions in the normal work routine at the site.

During this time, EDS will start and complete the build out of the new NMCI environment. This involves furnishing new equipment and devices, installing and re-configuring the network infrastructure, domain and directory services, messaging/file/printer/database servers, user and group profiles, information assurance and security, application load, workstation build, network and systems management services, and system integration/interfaces.

In parallel, the government provides all the support needed by EDS engineers while working on the build out of the NMCI enterprise system. The government participates in the functional testing, system testing, application testing, and data conversion migration. All of these tasks must be completed in order to finalize implementation and cutover plans.

### 3.2 Timeline

Figure 3-1, below, is a timeline indicating key activities and claimant and site management.



**Figure 3-1 Pre-Cutover Timeline**

### 3.3 Duties and Responsibilities

Each team's roles and responsibilities are detailed in the Joint NMCI Transition Checklist (Refer to Appendix G), agreed upon by the PMO (with concurrence by the USN and USMC) and EDS. The Joint NMCI Transition Checklist is posted on the web at:

[http://nmci.navy.mil/Primary\\_Areas/Transition\\_to\\_NMCI/Transition\\_Tools/Transition\\_Tools#JTCL2](http://nmci.navy.mil/Primary_Areas/Transition_to_NMCI/Transition_Tools/Transition_Tools#JTCL2)

### 3.4 Detailed Information

Refer to the Joint NMCI Transition Checklist (see Appendix G) for recommended start dates, no later than completion dates, assignment of responsibility and who should receive the information.

- a. Identification and acceptance of Government Furnished Facilities (GFF) to include permanent/temporary warehouse/storage & administrative workspace. See GFF space requirement cited in PEO IT messages and the EDS' Facilities Handbook available on-line at:

<http://www.efdsww.navy.mil/05/051/NMCI.htm>

- b. Ensure that all GFE COMSEC have been identified and are available for integration at install. This may be done weeks to months prior to cutover depending on whether it is COMSEC for a base extension (i.e. building on a base), or a classified transport boundary (cTB), or a classified server farm (cSF).
- c. Deliver the completed PSQ to EDS. The PSQ may be downloaded from:
 

<http://www.nmci-isf.com/transition.htm#PSQ>
- d. Survey, design, and order long haul circuits to support NMCI requirements with an installation date no earlier than AOR and no later than required to support NMCI service set rollouts.
- e. Complete and sign SCM, including identification of site assets to be transferred to EDS. The SCM is an agreement between EDS and the customer to address site-specific issues that may arise, that if not addressed would result in significant schedule delays. The SCM establishes government and EDS responsibilities for

modification of facilities and other NMCI support infrastructures. The SCM is published for NMCI transition planning purposes. The content of this document is not contractually binding. In cases of apparent conflict between the SCM and NMCI Contract about a discrete item of information, the instruction in the NMCI Contract shall take precedence. Draft, review, and provide concurrence as necessary to determine the agreed upon AOR date.

- f. EDS to deliver Site Transition Plan to the site. This plan should include a Disaster Recovery Plan that describes how the site servers and their information will be protected in the case of a catastrophic failure.
- g. Verify final Rationalized Application List in the ISF Tools Database. This list is used to identify only those desktop and server based applications required to support Command and/or DoN missions and goals for transition to NMCI. The initial list was completed 1 December 2002, per 301245Z SEP 02 CNO N6N7 SUBJ: NMCI LEGACY APPLICATIONS TRANSITION PROCESS, and was scheduled to be verified 120 days prior to cutover. It became the FINAL list at that time
- h. 100% of identified applications (COTS & GOTS) must be delivered to the EDS Site Manager and accepted by 60 days prior to cutover. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover.
- i. Obtain access badges for EDS personnel. Co-ordinate with EDS to provide necessary paperwork and authorization for access for each member of the EDS team.
- j. Produce a signed Printer Deployment Plan. This states where printers will be located. Customers may upgrade or select other printers.
- k. EDS certification of GOTS/COTS applications, also known as Legacy Applications Deployment Readiness Activity (LADRA) should be complete. This step includes testing of legacy applications, a CRITICAL activity. A legacy application is any application in use today at a site by personnel performing the mission of the DoN, which is not a part of the approved NMCI applications. These applications are managed by the use of multiple disks. The "Gold Disk" contains the standard applications for all NMCI Seats. Common applications used by everyone in a sub-set, discovered during Applications Mapping, will be incorporated into a Loadset. Loadsets consist of Enterprise Licensed Applications appropriate for all NMCI seats in this sub-set. A sub-set could be anything from the Navy or Marine Corps overall, down to a base, station, or site. For example, in the same manner in which the Gold Disk is for all NMCI users, a Blue Disk could be for the Navy, a Green Disk for the Marine Corps, a Purple Disk for Joint Applications, and a Silver Disk for Allied Applications, etc. Loadsets can continue further down to any component of the Navy or Marine Corps, or any component of a command/base/station/site, such as departments, divisions, wings, squadrons, battalions, units, etc. Loadsets can be designed to contain the Loadsets of subordinate organizations. If a legacy application

fails LADRA testing, it will become quarantined and cannot be within NMCI. Each failed application should be dealt with in the Quarantine Plan, discussed later.

Before LADRA Testing begins, the site will develop a list of legacy applications and equipment, along with the users and activities impacted by those items. This list should be used to prioritize the LADRA testing, so that those applications used by the most end-users or those with the highest criticality, maybe tested first. If the application must be quarantined, the risk mitigation plan should be started immediately.

As LADRA testing progresses, the site can refer to their list of legacy applications and users to begin to determine the effects of quarantining those applications that fail testing. The site will need to weigh the impact of not having the application available for use, against the cost of taking those steps needed to allow the application or its equivalent to be used on the NMCI system. If it is deemed that the application is necessary, then the site should determine whether to upgrade to a newer version (COTS) that does pass LADRA testing, pay to have the application (GOTS) upgraded so that it can pass testing, or purchase another equivalent application to replace the existing one.

The details to the legacy application process are provided in the LATG, available at;

[http://www.nmci-isf.com/legacy\\_applications\\_transition\\_guide.pdf](http://www.nmci-isf.com/legacy_applications_transition_guide.pdf).

- l. Finalize detailed, phased, Cutover Plan. This gives the details on which users will be cutover on each day.
- m. Develop the Quarantine Plan. The Quarantine Plan is a CRITICAL item. It is at this stage that the site determines how to handle those applications that fail legacy application testing. The Quarantine Plan is essential to minimize the number of unauthorized “Dual Desktop” situations. An NMCI user may NOT keep a legacy workstation at their desk unless it is included in the Quarantine Plan.

The quarantine workstation solution will be used when there is no other immediate method of NMCI certification and/or accreditation solution for a legacy application. Some reasons for quarantining workstations include:

- There is a high security risk using the legacy application.
- The legacy application is not Windows 2000 compliant.
- The legacy application corrupts the NMCI operating system or core applications.
- The legacy application requires an operating system other than Windows 2000.

The quarantined workstation is a temporary solution. It is designed to provide an opportunity for more time to develop a final resolution or to make the decision to sunset a legacy application. If a temporary quarantine solution is made, the legacy application will use this solution for no more than nine (9) months. In addition, the

Echelon II command must present a Plan of Action and Milestones (POA&M) for a final solution for this legacy application within the initial three (3) months of the beginning of the use of this quarantine solution. This time frame was determined based upon Vice Admiral Mayo's All Navy message of 25 February 2002. In his message, Vice Admiral Mayo ordered that the NMCI DAA limit the IATO for Category 4 applications to this same nine (9) month time frame and a POA&M by the Echelon II within the initial three (3) months (section 3.D.). Should the NMCI DAA grant an extension to the IATO beyond the nine (9) month period, the cost of continuing the availability of this legacy application is to be borne by the site.

The final Quarantine Solution can only be one of three options:

- If it is a GOTS product, it must be altered to work in NMCI. This will require the Central Design Authority (CDA) to make the necessary changes. The site must work with the CDA to develop a plan to achieve this. Refer to the LATG at, <http://www.nmci-isf.com/transition.htm>
- If it is a COTS product, the site can purchase the appropriate update.
- The only other solution is to "Sunset" the application and quit using it.
- Per direction from RADM Munns, as of October 1, 2003, no application will be loaded on an NMCI machine or allowed to reside within a quarantined/dual desktop unless Functional Area Manager (FAM) has approved or a waiver has been granted. No AORs or Cutovers will be delayed due to FAM disapprovals on pending waivers. It is the intention of the PMO to work with the approved FAM list.

The following guidance will be used to determine how the quarantine workstation plan will be implemented:

- If the legacy application is used less than one (1) hour per day per user, there will be one (1) desktop workstation used to provide access for every seven (7) users (not including allowances for geographic considerations).
- If the legacy application is used more than one (1) hour and less than three (3) hours per day per user, EDS and the site will negotiate how the kiosk plan will be implemented (multiple users per workstation, dual desktop workstations, or a combination of these solutions). If an agreement cannot be reached between EDS and the site, this negotiation will escalate to the Echelon II command.
- If the legacy application is used more than three (3) hours per day per user, dual desktop workstations will be provided.

Workstation operation parameters are as follows:

- Only applications approved for each specific Program Directorate (PD)/Program Management Warfare (PMW)/Code will reside on the quarantine workstation.
- E-mail will be disabled on all quarantine workstations.

- Files created on quarantine workstations that need to be distributed via e-mail can be e-mailed by the following means:
  - Copy file to Floppy, Zip or CDRW (only if quarantine workstation has one existing) and transfer to user's NMCI workstation.
  - Copy files to the Code / PMW shared on the network. Access the file via the NMCI Workstation to attach to e-mail.
- "Short Term" applications are those, which are presently in the NMCI testing process, and once completed, will be delivered to the NMCI seat. Applications that are identified as "Short-Term" will be removed from the quarantine workstations upon certification, approval and delivery to the NMCI workstation.
- "Long Term" applications are applications that do not meet NMCI security or operating systems requirements and will never be migrated to NMCI seats. Applications that are identified as "Long-Term" will remain on the quarantine workstations until the application is terminated by the government, or replaced with an approved application that meets NMCI requirements.

Refer to the LATG, <http://www.nmci-isf.com/transition.htm>, for further information.

- n. The PMO gathers the requisite information to obtain an IATO/ATO for connection to existing networks, and gives this information to NETWARCOM who issues the IATO/ATO. Our experience for connection to legacy networks has been that the Site (EDS) produces the proposed connection plan and receives concurrence from the local DAA. For NMCI connections, Raytheon provides the necessary data to 161 for approval and forward with recommendation to NNWC.
- o. Conduct NMCI User Training. This training will include the EDS training module available on the desktop at every seat, and additional training at the homeport website.

### 3.5 Lessons Learned

Lessons learned from early adopter claimants and sites that have progressed through this phase are summarized below and should be utilized to minimize risk to future NMCI deployment.

- a. Long haul circuits must be ordered from Defense Information Systems Agency (DISA), and a long lead-time should be given.
- b. Outlook Public Folders are not addressed in NMCI contract. When available, order the Contract Line Item Number (CLIN) for migration of Public Folders.
- c. New user workstation setup lead times have taken longer than anticipated.
- d. Write formalized processes and flowcharts for order/delivery of NMCI seat account/hardware and legacy peripherals. Write the processes in advance of NMCI transition.
- e. Users did not have complete information before the transition to NMCI. Provide users with accurate and timely information to prepare them for the upcoming NMCI

site deployment. Schedule a Town Hall meeting no later than one week prior to the start of NMCI site deployments.

- f. All electrical lines and capacities should be identified during the GFE and GFF submission, so that adequate computer and network infrastructure can be coordinated prior to cutover.
- g. The SCM should cover contingency policies and procedures.
- h. The Legacy Applications Rationalized List should be kept up-to-date, and validated at 120 days prior to cutover.
- i. Unverified and unlicensed applications installed should be avoided. Likewise, all desktops for EDS' use should be licensed.
- j. EDS' Site Transition Plan should cover the contingency policies and procedures.
- k. Listing of all assets (computers, printers, network devices) to be transferred to EDS should be physically verified and checked for completeness and accuracy before the start of AOR.
- l. Leverage the existing System Security Authorization Agreement (SSAA) document from legacy infrastructure and apply it to NMCI Security Certification and Accreditation Process (NSCAP) in the post transition phases of Legacy Systems Transition.
- m. Keep government employees informed of overall progress and management intent prior to EDS meetings.
- n. The list of government contractors with active contracts to provide IT support prior to AOR should be complete and validated for accuracy.
- o. Keep impacted employees informed of the progress and intention of the NMCI employment eligibility. Refer to the EDS website at:  
<http://www.nmci-isf.com/transition.htm#Employee>
- p. EDS process for GAL setup did not include requirements for display of Military Rank, Foreign Nationals, or contractors. Ensure that the CTR does a manual review of the GAL inputs to update the user listings with correct information.
- q. Contact EDS for the current process or workaround to migrate entire e-mail address books, i.e. "All claimancy employees".
- r. Verify GFE Information Assurance Communications Security Equipment received. GFE is government owned equipment that is temporarily loaned to the EDS to support their mission for the duration of the NMCI Contract. The only requirement for GFE is for the Marine Corps to provide crypto assets for the EDS to carry out their mission. These assets primarily include Type 1 Encryption devices and classified keying material. Crypto assets issued to EDS personnel are to be verified.

## 4.0 Cutover Stage

### 4.1 Overview

The start of Cutover is the final major milestone in the NMCI deployment process. It is that date when the Site Rollout Leadership Team; i.e. Program Management, the Claimant, and EDS initiate the deployment of NMCI seats and services on site. Cutover indicates the first NMCI ordered seat is installed on site and continues until the full task order is finished. This process may take 30 to 60 days, depending on the number of seats, and the number of staff cutting over those seats. The task order is not considered complete until the government verifies that all tasks have been accomplished. This indicates the complete NMCI environment is fully operational to include Help Desk support. After that time, EDS’ IT support operation takes over the complete operation, and the government moves into the Operations phase where CLIN products and services are verified and validated.

The Cutover phase begins on a planned date, established in an overall schedule. However, the tasks in the Joint NMCI Transition Checklist should be completed before the site proceeds into this phase. A Cutover Readiness Review is held approximately 14 days prior to the planned Cutover Date to insure that all critical tasks have been completed. If these tasks are not completed, the site will not be able to enter the Cutover Phase. The following (Table 4-1) lists those fourteen (14) critical tasks:

Task Number	Assigned Task
1	EDS Site Manager assigned
2	Deliver the completed Preliminary Site Questionnaire (PSQ) to the EDS SM
3	Identify government employees who will eligible for NMCI employment and provide to PEO-IT/Directors NMCI
4	Establish date(s) for impacted employee meetings.
5	Complete and sign the SCM
6	Termination/modification actions to existing contracts in accordance with EDS recommendations using AOR as the effective date.
7	Task Order Awarded
8	Provide final STAM/UTCM/UTPM
9	Cutover Plan — Detailed and Phased
10	Base Infrastructure Operational (BIO) Complete
11	Establish Quarantine Plan
12	LADRA Testing Complete
13	Obtain Full IATO for unclassified server farm
14	Obtain Full IATO for classified server farm

**Table 4-1 Critical Tasks Assignments**

### 4.2 Timeline

Figure 4-1 is the timeline indicating key activities and claimant and site management.

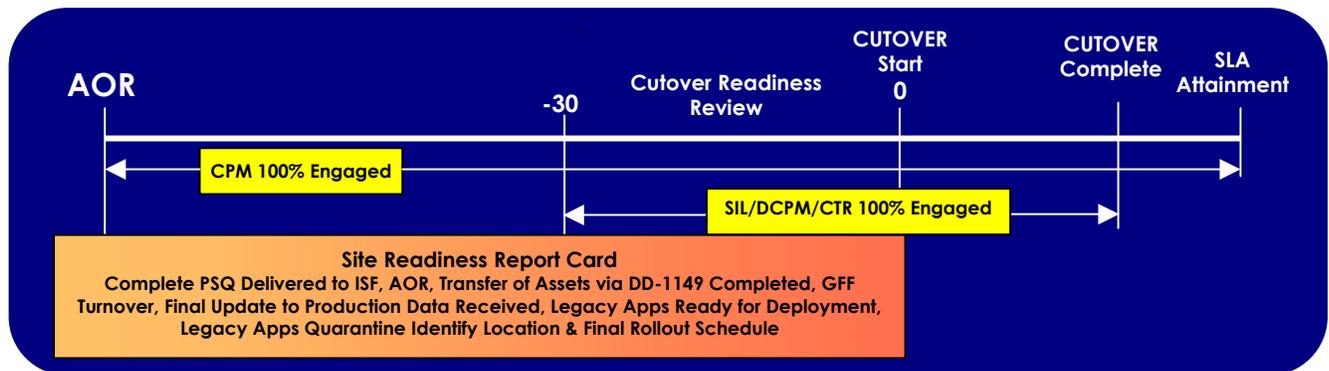


Figure 4-1 Cutover Timeline

### 4.3 Duties and Responsibilities

A partnership of three teams, each having its own scope of responsibility, directly executes the rollout on-site. The SIL (or the DCPM/CTR/ACTR in the absence of the SIL) reports to the RIL and CPM. The RIL, CPM, SIL and the DCPM are all members of the Site Management Division of the NMCI Navy PMO. This group is responsible for scheduling events for PMO activities. See Appendix F regarding the organization of the Site Management Division.

The Deputy CTR reports to the CTR of the site claimant under the supervision of the Echelon II. This group is responsible for conducting the events at the site while the Officer in Tactical Control serves as the Site Commander and represents the single authority for the site users during the rollout.

The EDS RM assigns the EDS SM on-site to take care of the technical aspects of the rollout. Figure 4-2, below, depicts their relationships.

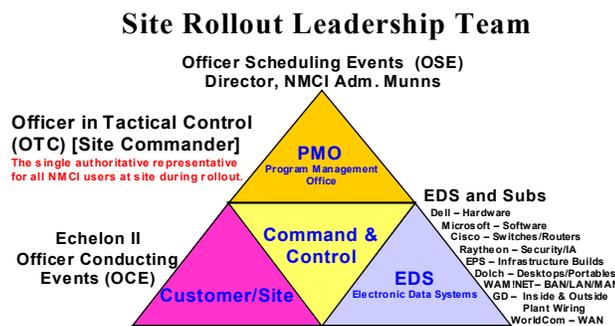


Figure 4-2 Site Rollout Leadership Team Structure

The team’s roles and responsibilities with expected deliverables are listed in Table 4-2, below. Joint meetings and key milestones will be listed together in an initial group.

<b>Phase 2: Cutover</b>		
<b>ROLES in PHASE 2</b>	<b>RES IES in PHASE 2</b>	<b>DELIVERABLES for PHASE 2</b>
<b>Site Claimant (Customer)/ PMO/EDS</b>	<b>Emergency Response Plan, Command Center Plan, Disaster Recovery Plan and Business Resumption Plan</b>	<b>Live Backup</b>
<b>Site Claimant (Customer)</b>	<b>Coordinate with Site Information Systems Security Manager 4.4</b>	<b>Plan for Classified data transition</b>
	<b>Verify ALL IATC/IATO process and paperwork completed</b>	<b>IATC/IATO certificate</b>
	<b>Government security accreditation of GOTS/COTS applications complete</b>	<b>GOTS/COTS applications</b>
	<b>Users will need to fill out the User Asset Information Form (UAIF)</b>	<b>UAIF</b>
<b>PMO</b>	<b>Regular communication with Echelon II command and site NMCI implementation team. Ensure full knowledge of NMCI contract specifically Pre-AOR and AOR information</b>	<b>Effective vertical communication</b>
	<b>Recording and input of actions into Issues, Risks, Actions, Assumptions and Decision System (IRAADS) Managing status of IRRADS Create weekly IRAADS report for each region Elevation of major customer concerns impeding ability to cutover on planned date</b>	<b>Weekly IRAADS</b>
	<b>Meet with RM, SMD and Technical Solutions representatives weekly to brief Action Item Report and discuss latest issues, policies, and solutions</b>	<b>Understanding of issues and appropriate actions taken</b>
	<b>Monitoring timely completion of Joint NMCI Transition Checklist</b>	<b>Completed Joint NMCI Transition Checklist</b>

<b>Phase 2: Cutover</b>		
<b>ROLES in PHASE 2</b>	<b>in PHASE 2</b>	<b>PHASE 2</b>
	<b>Finalize the Transition Team 4.4</b>	<b>Team Ready for Transition</b>
	<b>Finalize and confirm availability of required physical resources required by the team for completing team objectives; office space, staging area(s), etc 4.4</b>	<b>Required resources defined and available</b>
	<b>Act as mediator between customer and EDS deployment team</b>	<b>Disputes and issues resolved</b>
	<b>Monitor and report NMCI installation progress:</b> <ul style="list-style-type: none"> <li>• Weekly report submitted to CPM</li> <li>• Daily monitoring of legacy application data</li> <li>• Daily monitoring of planned and actual seat rollout data</li> </ul>	<ul style="list-style-type: none"> <li>• CPM Weekly installation status</li> <li>• Legacy application transition status</li> <li>• Plan and Actual Seat Analysis</li> </ul>
	<b>Documentation of site’s Lessons Learned</b>	<b>Lessons Learned Document</b>
	<b>Documentation of enterprise-wide issues needing solutions</b>	<b>Monitor IRAADS</b>
	<b>Documentation of technical solutions</b>	<b>Technical Solutions Database</b>
	<b>Daily monitoring of user and EDS availability data</b>	<b>Availability data reviewed and issues identified</b>
	<b>Daily monitoring of issues impacting rollout of NMCI seats</b>	<b>Rollout issues and expected impact to schedule</b>
	<b>Documentation of process solutions</b>	<b>Process Solutions Database</b>

<b>Phase 2: Cutover</b>		
<b>ROLES in PHASE 2</b>	<b>RESPONSIBILITIES in PHASE 2</b>	<b>DELIVERABLES for PHASE 2</b>
	<p>Prepare program status briefs and communicate directly with PMO, CPM, APM-SMD, NMCIPM, and NMCI Director’s Office</p> <p>Participation and/or coordination of daily status meetings including Site, EDS and SIL (or DCPM, if appropriate)</p>	<p><b>Program Status Briefings</b></p>
	<p>SIL (or DCPM, if appropriate) will attend weekly PMO/Claimant Status Meeting.</p>	<p>Understanding of PMO/claimant issues, and program actions status</p>
	<p>Knowledge of NMCI contract acting as onsite contract resource</p>	<p>Timely resolution of contract related issues.</p>
<b>EDS</b>	<p>Review and finalize the Deployment Plan insuring all required information gathering has been accomplished</p> <p>4.4</p>	<p><b>Deployment ready</b></p>
	<p>Ensure completion of design and build-out of required infrastructure to include all drops</p> <p>4.4</p>	<p><b>Infrastructure set</b></p>
	<p>Verify all equipment and software required for the transition have arrived and is in the staging area or will arrive with sufficient time for testing prior to rollout.</p>	<p><b>Equipment to be transitioned</b></p>
	<p>Verify CMS support in place</p>	<p><b>Security support</b></p>
	<p>SM’s will write and execute site-specific Business Continuity plans</p>	<p><b>Business Continuity plans</b></p>
	<p>Ready/Set/Go Process implemented</p> <p>4.4</p>	<p><b>Begin installation</b></p>
	<p>Begin server data migration</p> <p>4.4</p>	<p><b>Equipment deployed</b></p>

**Table 4-2 Phase 2 Cutover Duties and Responsibilities**

#### 4.4 Detailed Information

The Joint NMCI Transition Checklist identifies specific events leading up to cutover, indicates who is responsible for each event and provides a general time line of when events occur.

Cutover is a very significant milestone. It is in this timeframe that all tasks of all parties from prior phases will be concluded. Verification and validation of the system and other elements of the transition are completed and approved as well.

- a. Finalize the Transition Team. Verify and confirm the members who are to be part of the Transition Team. Members will include one ACTR per 200 seats transitioned. The team is responsible for seat deployment and all issues surrounding that activity. They must include a staff/facilitator function for scheduling installations, which will also deal with issues around absentee, user-less deployment and related seat acceptance issues. The team should complete Cutover Readiness Review to verify readiness and/or identify weaknesses for potential areas of special handling.
- b. Ensure that the EDS SM, assigned on site, is on-site, available and in-place to manage the deployment task.
- c. Ensure the GFF have been accepted. Finalize and confirm availability of required physical resources essential for completing team objectives; office space, staging area(s), etc. The SM works with the Deployment Manager to accomplish the following:
  - Verify that if used at that location, a staging area exists onsite that can be used to unpack new NMCI hardware and configure workstations prior to rollout. The staging area should be large enough to allow deployment teams to configure the required number of workstations simultaneously (minimum of 20), and to accommodate the boxes for these workstations. Staging consists of performing a download to all new NMCI workstations, based on the user's NMCI login ID, and performing all relevant manual configurations, legacy application installation/configuration, and legacy workstation data download. The staging process will also include a final validation procedure.
  - The SM completes the following with the warehouse POC:
    - Determines location of staging area for desktop burn-in (to be used during deployment).
    - Coordinates with warehouse POC and provides desktop rollout plan for new equipment drops and legacy equipment pickups during the deployment process.
    - Verifies that the warehouse has received and will continue to receive the most recent copy of deployment schedule. Inform the warehouse POC and the Logistics Delivery Specialist of any schedule changes. The warehouse will

require a Warehouse Pull Sheet for every asset that is removed from the warehouse.

- Ensures that the warehouse will receive details of each day's deployment schedule two (2) days in advance (once deployment of workstations begins): CLIN numbers, location, and drop zone will be contained in the Warehouse Pull Sheet for each hardware item.
- Coordinates sending Warehouse Pull Sheets between Deployment leads and the warehouse.
- Reviews the Disposition process with the warehouse POC. Validates that warehouse has the capability to store all legacy workstations or hard drives from workstations onsite for a specified timeframe, depending on site requirements, as determined by the CTR and site information. (The CTR and the SM will agree upon the timeframe.) Determines whether any user desires to purchase his or her legacy PC and works with the Warehouse Disposition team to ensure PC does not leave warehouse after cleansing of hard drive.
- Locate a room where deployment personnel can work during the migration process. This room should be reserved during deployment and should accommodate five to ten deployment leads. There should be analog lines available for deployment lead dial-out requirements.

d. Coordinate with Site ISSM:

- Review how and when security personnel should remove classified hard drives or entire CPUs after migration to the new NMCI workstation.
- Verify how deployment teams will turn over classified CPUs to site security staff.
- Deployment teams should not take possession of classified legacy workstations after Cutover, unless authorized to do so by the site Security POC.
- Ensure that all classified workstations to be migrated are tagged as classified.
- Ensure deployment personnel who handle classified workstations have proper clearances.
- Determine which drops at the sites belong to the classified network.
- Review any other security or classified concerns that might apply to the site.
- Coordinate with the site's Security POC to determine when the Navy's classified materials staff will remove classified hard drives or the classified legacy workstations during the migration process. Generally, the migration team should not take possession of a legacy-classified workstation after migration. Only Security personnel should remove classified legacy equipment from users' desks.

e. Review/finalize the Deployment Plan and insure all required information has been gathered. This information will include the following:

- Machine name

- Custodian
  - Room number and building number
  - Floor
  - Legacy workstation manufacturer and model
  - Legacy workstation serial number
  - Legacy workstation J-Tag
  - Legacy workstation command barcode number (if available)
  - Legacy workstation network card MAC address
  - List of any “special needs” such as legacy keyboards, monitors, and mice that should not be replaced with new workstation equipment. Also, list any “special needs” that will require special configurations, such as customized display resolution settings.
  - List of any new peripherals that will be installed on the new NMCI workstation as ordered CLINs (such as flatbed scanners)
  - Whether or not legacy machine is shared. If shared, list additional users and if the new NMCI machine will be shared also.
  - Whether or not a workstation is brand new and as such will have no associated legacy workstation J-Tag or validation information (typically found in new buildings or new offices).
  - All associated CLIN numbers and descriptions
  - Task Order number
  - UIC number
  - New user login name
- f. Ensure completion of design and build-out of required infrastructure to include all drops.
- For Very Small Site Design (VSSD) (all non-100Mb proposed design solutions) fill out the Infrastructure Review Board (IRB) Site Data and forward to the IRB for review. The IRB will be reviewing proposed designs for on base buildings with nine (9) or newer ordered sets/wall plugs, and off base solutions of twenty three (23) or fewer ordered seats/wall plugs.
- g. Seat counts will be collected by the following criteria:
- CLINs 1-4: Count as a data seat
  - CLIN 38: Count as a data seat
  - CLIN 9AA’s: Count as a data seat
  - It is important to note the number of classified “machines” (CLIN 9\*) cutover.

- Seat cannot be counted until signed off as accepted by the appropriate designated authority. The Seat Acceptance Checklist has been included in Appendix C of this document.
  - SIL (or the DCPM/CTR/ACTR in the absence of the SIL) will report the remaining number of NMCI seats to be accepted, as well as the number of authorized and unauthorized quarantine seats.
- h. Identify CLIN 16 requirements. This requirement pertains to “Additional Shared File Services” and must be verified per user and per system level. This ensures enough available capacity for users to store their e-mail, calendar, personal folders and network shared folders. Every NMCI user receives 700/200/100 MB (Private, Public, Shared). Storage requirements beyond this capacity must be ordered from the CLIN 16 Catalog.
- <http://www.nmci-isf.com/clin016aa.htm>
- i. EDS should verify that all required equipment and software have arrived and are in the staging area. Equipment and software should arrive with sufficient time for testing prior to rollout.
- j. Verify IA (GFE & COMSEC) received.
- k. Demonstrate connectivity to the NOC.
- l. Verify COMSEC Material System (CMS) Support in place (training, keymat, etc.). CMS management responsibilities for Type 1 encryption devices and their associated key material shall be an EDS responsibility. Operation of Type 1 encryption devices within the NMCI operating environment may be conducted by Navy and USMC personnel or authorized EDS personnel.
- m. SM’s will write and execute site-specific Business Continuity Plans (BCPs). These plans will be executed in coordination with Enterprise Operations (EO) NOC and Help Desk plans. EO plans concern the NOC, Help Desk, Server Farms, and connectivity from the Server Farm to each site. Site-specific Business Continuity plans address the individual desktop environment.
- n. The regional NOC Help Desk Command Center Plan manages and controls operations for all NMCI sites and Server Farms BCP. The NOC Command Center team is comprised of the Help Desk Manager, Help Desk Duty Manager, Command Center Coordinator, designated Subject Matter Experts (SMEs) for each mission-critical function, and support personnel. SMs will keep a current list of Command Center team members’ telephone numbers and e-mails in their BCP plans.
- o. A Master BCP is the umbrella under which all NMCI EDS BCPs are covered. These plans are as follows:

- Emergency Response Plan: This is used to respond to and coordinate recovery efforts after an unplanned event.
  - o Command Center Plan: The Command Center Plan includes procedures to build, maintain, and run a facility from which to support disaster recovery.
  - o Disaster Recovery Plan: This details the notification hierarchy and tasks for which each EDS team member is responsible in an emergency. It describes the NMCI mission-critical applications and seats and their restoration priorities.
  - o Business Resumption Plan: The Business Resumption Plan describes how the transition to normal business will be handled after a disaster and contains the strategies, procedures, and personnel required to execute the plan.
- p. Ready/Set/Go Process implementation. These workstation processes are needed to complete workstation migration to the NMCI environment. The "Workstation Migration Countdown Ready Guide," the "Workstation Migration Countdown Set Guide" [Workstation Migration Countdown Set Guide for Windows 2000 Users](#) (Version 2.0, 5/30/02, 316 KB PDF), and the "Workstation Migration Countdown Go Guide" are three (3) guidelines that provide essential details. Topics covered include titles and responsibilities, step-by-step instructions for the user to prepare the existing workstation for the rollout process, a checklist of tasks users should have accomplished, and a Quick Start Guide to assist users migrating to the new NMCI machine. The transition team should check to make sure that the users have downloaded these guides and followed the instructions therein. The websites for the Ready/Set/Go is <http://www.nmci-isf.com/transition.htm#Migration>.
- q. Demonstrate reach back solution established for NMCI users to their legacy networks.
- r. Continue to conduct NMCI User Training. This training will include the EDS training module available on the desktop at every seat, and additional training at the homeport website. Some user training will happen after the initiation of the "Ready-Set Go" process.
- s. Initiate & Operate Order Management system
- t. Identify, structure and input accounts to an account management system to initiate, among other things, the Help Desk service to users.
- u. Begin Server Data Migration: The Deployment Manager ensures that the following occurs:
  - The technicians install the pre-staged NMCI workstations at the user desks.
  - The Mail team disables the user's legacy e-mail account.

- The BAN/LAN team member, in coordination with workstation deployment lead, will cut over applicable workstation drops to new NMCI network.
  - Complete the activities on the Deployment Checklist
  - Ensure user's new NMCI password has been reset.
  - Ensure that users understand how to open Outlook and send a message to NMCI users. Ensure that users understand how to use the Navy White Pages to send a message to Navy users still on the legacy network.
  - Ensure that users know how to contact the Help Desk.
- v. Users will fill out the UAIF, which the deployment technicians will have copied to the user's desktop and send it to the e-mail address shown on the form in order to receive support. There is a User Seat Acceptance Checklist (refer to Appendix C) provided for the user to aid in acceptance. Issues discovered during the acceptance process will be resolved at the location before acceptance occurs. The deployment team is responsible for issue resolution and acceptance during rollout. After rollout this becomes a function of the Help Desk.
- w. In order to expedite the transition, the deployment team will utilize a "user-less" deployment where possible. This provides for deployment during off-shift or weekend hours without the presence of the user. This process requires that EDS technicians have access to facilities during off hours and it may require the customer to provide escorts. A member of the deployment team will be there when the user arrives and the user signs the acceptance.
- x. NMCI cutover begins (Production).

#### **4.5 Lessons Learned**

Lessons learned from early adopter claimants and sites are summarized below and should be utilized to minimize risk to future NMCI deployment.

- a. Senior Personnel requirements must be managed. Provide a list of VIP users (Admirals, Senior Executive Service (SES), PMs) to EDS. This provides an expedited response to the VIP's.
- b. The Customer Cutover Transition Team must be in place and trained prior to the end of the Design and Implementation phase.
- c. Cutover requires additional time and resources beyond the customer's normal IT staff.
- d. Ensure that EDS has provided sufficient training to technicians. There may be technical inconsistencies among installation technicians. The EDS processes and instructions the technicians used were incomplete.
- e. Ensure the location provided for the Customer Cutover Transition Team is convenient to work locations.

- f. Establish procedures to ensure that EDS has approved all Visit/Badge Requests prior to submittal to the customer.
- g. Monitor equipment acquisition closely, including the Preliminary Order. Monitor for timely delivery and part/component obsolescence in the case of extended deployment schedules. Some parts or components may need to be upgraded to maintain compatibility with the rest of the system.
- h. Sufficient power must be available to support all new equipment. Order and store additional power strips, switches, and monitor switches (that allow the use of 2 CPUs with one monitor). A good rule of thumb is to use at least one six-outlet power strip to support 3 quarantined workstations.
- i. Deploy machines first and then secondary accounts. Secondary accounts are those accounts that are not linked to any particular machine, but can be used at any location.
- j. Setup of laptops takes longer than for workstations. If at all possible deploy workstations first, then laptops.
- k. There was a lack of coordination with code POC's during NMCI seat deployment; as a result users were unavailable during NMCI seat placements. Ensure that all users are available on the scheduled arrival day. Plan ACTR/CTR structure ahead of seat deployments. Assign one super ACTR per department to limit the number of ACTR's. Schedule meetings daily with all ACTR's during deployment to discuss status and issues.
- l. Unlocked laptops are subject to theft during staging and installation. Order enough laptop locks to allow users to lock laptops to their desktops. An alternate solution may include a policy to lock laptop in desk drawers or overhead compartments.
- m. Foreign Nationals should have limited access and applications consistent with Navy Command and NMCI Policy and Procedures.
- n. Work in Progress (WIP) seats should be addressed as soon as possible. Deployers should be assigned to work with the users to resolve issues resulting in the WIP status.
- o. The user should contact the EDS SM assigned to their site and obtain the name of the Local Registration Authority (LRA) or Trusted Agent (TA) for their site. The user should then contact the LRA or TA to obtain their Public Key Infrastructure (PKI) certification and to learn how to use Remote Access Service (RAS). For more details refer to the RAS: Get Started and Go! section of the EDS website at:  
  
<http://www.nmci-isf.com/transition.htm#RAS>.
- p. PKI soft certificates may not be available during the scheduled laptop setup time. EDS must pre-schedule the pickup of the PKI certificates to meet scheduled seat delivery to users.
- q. Ensure that EDS provides users with RAS instructions and hands-on experience. Don't sign the UAIF until the user is satisfied.
- r. Initiate & Operate Order Management system

- s. After seat acceptance, users should log all equipment and service problems through the Help Desk.
- t. Users should not go directly to the NOC for assistance.
- u. Experience has shown there is a learning curve with each rollout. For planning purposes, sites should estimate rollout productivity as follows:
  - Week 1: .5 seats/deployment tech/day
  - First few weeks: Increase to 1.5 seats/day/deployment tech
  - These factors should be used for developing the Phased Cutover Plan
- v. Userless Deployment. Time is of the essence. Whenever possible, deploy taking advantage of nights, weekends and holidays.

## 5.0 Post-Cutover Stage

### 5.1 Overview

The Post-cutover Phase begins after the Transition Team has completed all the necessary verifications of the new NMCI System operation by EDS. The tasks associated with this phase are on-going and deal primarily with monitoring, measuring, reporting, modifying, and maintaining. During this phase, the claimant/customer analyzes, measures, and monitors the performance of EDS’ on-going services against the Contract Line Items Numbers (CLINs) in near real-time.

### 5.2 Timeline

The initial SLA evaluation and monitoring is conducted immediately after the end of Cutover, and the final portion of the SLA review is summarized and reported within 30 calendar days. Figure 5-1, below, is the timeline indicating key activities and claimant and site management..

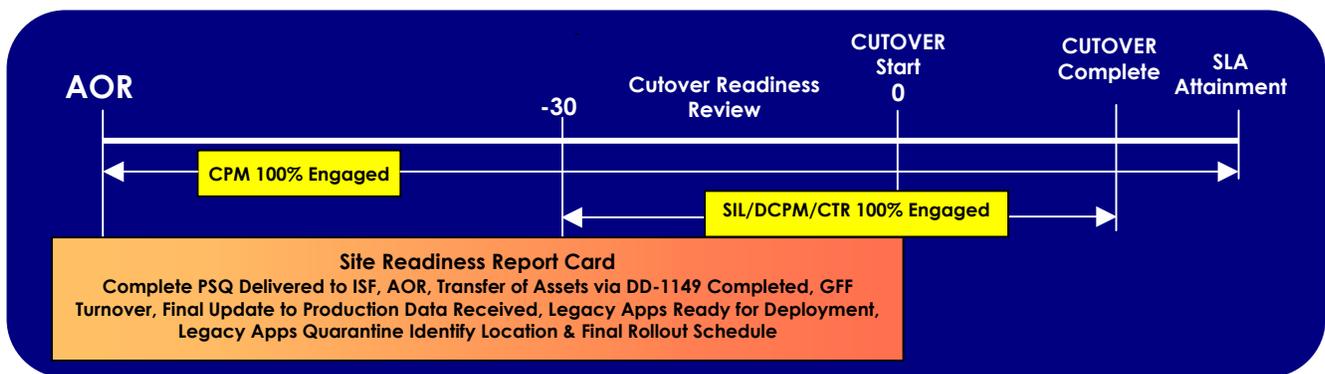


Figure 5-1 Post-Cutover Timeline

### 5.3 Duties and Responsibilities

The team’s roles and responsibilities with expected deliverables are recorded in the following table. Joint Meetings and Key Milestones will be listed together in an initial group. See Table 5-1, below.

Phase 3: Post-Cutover		
ROLES In PHASE 3	RESPONSIBILITIES In PHASE 3	DELIVERABLES for PHASE 3
Site Claimant (Customer)/ PMO/EDS	MANAGE SLA ATTAINMENT 5.4	On-going
Site Claimant (Customer)	Identify applicable baseline SLAs for the site <a href="https://nmci.spawar.navy.mil/docs/contractaward/Attachment%20%20-%20P00008.pdf">https://nmci.spawar.navy.mil/docs/contractaward/Attachment%20%20-%20P00008.pdf</a> .	SLA Baseline

<b>Phase 3: Post-Cutover</b>		
<b>ROLES In PHASE 3</b>	<b>RESPONSIBILITIES In PHASE 3</b>	<b>DELIVERABLES for PHASE 3</b>
	<b>Identify site-specific SLAs to accommodate optional site services. 5.4.1</b>	<b>Site Specific SLAs</b>
	<b>Ensure SLA Agreement between service provider (EDS) and Claimant Customer 5.4.1</b>	<b>Claimant/customer and EDS concurrence on service issue and metrics</b>
	<b>Monitor, measure and analyze actual performance metrics against SLAs 5.4 .1</b>	<b>Performance reports</b>
	<b>Identify performance issues and problems. 5.4.1</b>	<b>Performance problems and issues.</b>
	<b>Manage SLA changes, additions and deletions 5.4.1</b>	<b>System for modifying SLAs based on actual performance and changes in the work environment</b>
	<b>Manage MAC process 5.4.2</b>	<b>On-going</b>
	<b>Complete MAC form to request modification and/or service 5.4.2</b>	<b>Completed Request Form</b>
	<b>Each day, the CTR will visit the NMCI Ticket Web (Ticket Lookup) to extract open MAC request data into an Excel spreadsheet and post the information in a centralized, agreed upon claimancy location. 5.4 .2</b>	<b>On-going</b>
	<b>Manage all regular seats 5.4.2</b>	<b>On-going</b>
	<b>Submit all regular seat MACs</b>	<b>Request Submitted</b>
	<b>Approve all regular seat MACs</b>	<b>Request Approval</b>
	<b>Manage and approve MAC's for all embarkable seats 5.4.2</b>	<b>On-going</b>
	<b>Justify the need for a MAC request and complete and forward the appropriate forms to their designated ACTR 5.4.2</b>	<b>Embarkable or regular seat types identified Appropriate Form Completed</b>

<b>Phase 3: Post-Cutover</b>		
<b>ROLES In PHASE 3</b>	<b>RESPONSIBILITIES In PHASE 3</b>	<b>DELIVERABLES for PHASE 3</b>
	Submit a <i>User Request MAC</i> for changes to physical, logical, or Community of Interest (COI) NMCI services. Submit an <i>Embarkable MAC</i> for moving a seat to/from the NMCI domain.	User Request
	Forward the notice of approval to the NMCI User	E-mail Notice of Approval
	Extract open MAC request data and post the information in a centralized, agreed upon claimancy location.	Data posted to Knowledge Center
	E-mail Notice of Completion 5.4.2	Notice of Complete
	Provide security for shared folders 5.4.3	On-going
	Map users to specific folders on an as needed basis	User matched to shared file requirement
	Add/Delete shared folders as required 5.4.3	On-going
	Manage and maintain legacy networks prior to migration completion 5.4.3	Access to applications not passing LADRA testing (quarantined)
	Manage and maintain legacy networks after migration is complete 5.4.3	Access to applications not passing LADRA testing (quarantined)
	Justify maintaining legacy resource in quarantine. 5.4.3	Justification for why an application has to be maintained that must be quarantined.
	Accept/approve quarantined resources 5.4.3	Authority to maintain and access quarantined item.
	5.4 Provide access to quarantined resources after migration	Access to applications not passing LADRA testing (quarantined)
	Manage quarantine resources reduction plan 5.4.3	Plan and execution of steps to reduce the number of items quarantined

<b>Phase 3: Post-Cutover</b>		
<b>ROLES In PHASE 3</b>	<b>RESPONSIBILITIES In PHASE 3</b>	<b>DELIVERABLES for PHASE 3</b>
<b>EDS</b>	Identify applicable baseline SLAs for the site <a href="https://nmci.spawar.navy.mil/docs/contractaward/Attachment%202%20-%20P00008.pdf">https://nmci.spawar.navy.mil/docs/contractaward/Attachment%202%20-%20P00008.pdf</a>	SLA Baseline
	Ensure SLA agreement between service provider (EDS) and claimant/customer (NMCI end user) 5.4.1	Claimant/customer and EDS concurrence on service issues and metrics
	Monitor, measure and analyze actual performance metrics against SLAs. 5.4.1	Performance reports
	Identify performance issues and problems 5.4.1	Performance problems and issues.
	Manage SLA changes, additions and deletions 5.4.1	System for modifying SLA's based on actual performance and changes in the work environment
	Manage MAC process 5.4.2	On-going
	Review request for accuracy and forward approved requests for processing 5.4.2	Final Approval or Rejection
	Assigns a ticket number to the request, e-mail the ticket number to <b>SPOTMACMAIL</b> for the CTR to see, and forwards the request for further processing.	Ticket assigned Number E-mailed to <b>SPOTMACMAIL</b>
	Enter Ticket number in <i>NMCI Ticket Web (Ticket Lookup)</i> . 5.4.2	Data Entered
	Complete the MAC order 5.4.2	MAC activity completed
	Provide E-mail administration 5.4.3	On-going
	Administer E-mail accounts 5.4.3	E-mail users list
	Provide remote access to e-mail	On-going
	Provide virus protection 5.4.3	On-going

<b>Phase 3: Post-Cutover</b>		
<b>ROLES In PHASE 3</b>	<b>RESPONSIBILITIES In PHASE 3</b>	<b>DELIVERABLES for PHASE 3</b>
	<b>Manage access to and maintenance of shared folders</b>	<b>On-going</b>
	<b>Provide security for shared folders 5.4.3</b>	<b>On-going</b>
	<b>Add/Delete shared folders as required</b>	<b>On-going</b>
	<b>Manage, maintain legacy networks prior to migration complete</b>	<b>Access to applications not passing LADRA testing (quarantined)</b>
	<b>Provide access to quarantined resources prior to migration</b>	<b>Access to applications not passing LADRA testing (quarantined)</b>
<b>COMNAV NETWAR COM</b>	<b>Assume operational control of NMCI network</b>	<b>NETWARCOM Operational Control of NMCI</b>
	<b>Resolve all network issues</b>	<b>Manage and execute steps to identify and resolve network issues</b>
	<b>Manage issue resolution and problem remediation</b>	<b>Issue Resolution</b>

**Table 5-1 Phase 3 Post-Cutover Duties and Responsibilities**

## **5.4 Detailed Information**

### **5.4.1 SLA Attainment**

NMCI will rely on the concept of SLAs to ensure mutual government and provider understanding of the services to be provided and to ensure that stakeholder and user expectations are satisfactorily defined and executed. SLA performance monitoring is a continuous activity for the onsite workforce because it is the yardstick that measures the Help Desk support, customer satisfaction, system performance, and resources stability. While many of the services emphasize end-to-end performance, from a user perspective, a number of enterprise level services are viewed as mission critical and equally important to measure. There are generalized representations of basic level services defined in the contract that are supported by CLINs and SLAs. SLAs are either baseline definitions provided in the contract or may be negotiated additions to support specific options relating to a particular site.

NMCI Basic Services include the following:

- Security services (firewalls, intrusion detection, encryption)

- Wide Area Network (WAN) access (DISN, Commercial WAN, Internet)
- Infrastructure (Voice Video, & Data Transport)
- Joint and Industry Network Interoperability
- Pier Services (connectivity, NOC/JFTOC interface)
- Enterprise Functions (Help Desk/Tech support)
- Network Management Services
- Desktop Hardware (standard, high-end, and laptop)
- Desktop Software (standard software suite)
- Organizational Messaging (AUTODIN, Defense Message System (DMS))
- Training
- Directory services
- E-mail
- Remote Telephone Access
- Domain Name Service
- Help Desk/Tech support
- LAN (building LANs)
- System Management Services
- Telephony – Switched telephone networks
- Telephony to the Desktop

Services covered by SLA's fall into the following categories:

- User Upgrades
- End User Services
- Maintenance and Help Desk Services
- Communications Services
- Systems Services
- Information Assurance Services
- Sea-Shore Rotation Support
- Other specific requirements are: 36a, 36b, 36c and 36d

A document describing the baseline SLAs can be found at;

[http://www.nmci.navy.mil/Primary\\_Areas/Contract/Webpages/Active/Contract\\_Documents\\_Conformed\\_Contract](http://www.nmci.navy.mil/Primary_Areas/Contract/Webpages/Active/Contract_Documents_Conformed_Contract)

A detailed description of the CLINs can be found at the following link;

<http://www.nmci-isf.com/clinlist.htm>

- a. Identify site-specific SLA's to accommodate optional site services. Where unpriced options are exercised by NMCI customers, their accompanying SLAs will be developed using the SLAs contained here –

[http://www.nmci.navy.mil/Primary\\_Areas/Contract/Content/Files/Contract\\_Artifacts/Conformed\\_Contract/N00024-00-D-6000\\_Attach02-P00106.pdf](http://www.nmci.navy.mil/Primary_Areas/Contract/Content/Files/Contract_Artifacts/Conformed_Contract/N00024-00-D-6000_Attach02-P00106.pdf)

– as the entering baseline. The resulting SLAs will include any additions or change to accommodate additional or customer specific requirements.

- b. Ensure SLA agreement between service provider (EDS) and claimant/customer (NMCI end user). The NMCI will rely on the concept of SLAs to ensure mutual government and provider understanding of the services to be provided and to ensure that stakeholder and user expectations are satisfactorily defined and executed.
- c. Monitor, measure and analyze actual performance metrics against SLAs. A number of general observations and principles became apparent during the development of the NMCI service performance metrics. Performance of the network must be expressed in terms that the NMCI vendor can control and measure. Performance of the network should be generally described in terms of the varying support required for the classes of applications, i.e., mission critical, mission support and local unique.
- d. Identify performance issues and problems. Performance values for each of the components of the network must be individually factored to derive the overall end-to-end performance of the network. The end user cares about end-to-end performance; the government additionally cares about other aspects of the network not visible to the end-user, such as surge capacity and redundancy.
- e. Manage SLA changes, additions and deletions. This will require a relatively extensive process in that SLA's are closely tied to CLIN's and consequently any change, add or deletion has a direct relationship to the contract. Accordingly any activity of this type would, most often, require the same process as any contract amendment.

#### **5.4.2 Move, Add, Change (MAC)**

The following is an extract from the **Joint DoN and EDS MAC Operating Process**. Initial MAC request submission procedures have been established by EDS and are posted at the [http://www.nmci-isf.com/helpdesk\\_reqforms.htm](http://www.nmci-isf.com/helpdesk_reqforms.htm) web site. NMCI customers should note that the EDS Help Desk will only accept a MAC request that has been submitted using the prescribed NMCI MAC Request Submit Form and forwarded via e-mail to the group mailbox for the Help Desk MAC team at [mac@nmci-isf.com](mailto:mac@nmci-isf.com). *Help*

*Desk MAC requests will not be processed via telephone or by the submitter using any other tool or form.*

“The NMCI contract contains SLAs that define EDS’ performance metrics. SLA 15, entitled “Moves, Adds and Changes” in the NMCI contract, requires EDS to perform MAC services in accordance with the timelines indicated in Exhibit 1 [Table 5-2 of this writing]. Any delays incurred executing the government’s responsibilities in the MAC submission and approval process will create delays for the NMCI customer and impact the EDS’ ability to perform the requested services within the contractually required timeframe. Performance of MAC service begins after EDS receipt of the complete and approved request. The values shown in [Table 5-2], below, are calendar days, not business days.”

<b>Service Delivery Points: Fixed Workstation (Basic, High End, Mission Critical), Embarkable Workstation, Embarkable Portable</b>	
<b>Level of Service</b>	<b>Response Time</b>
Basic	≤ 4 days
High End	≤ 3 days
Mission Critical	≤ 2 days
<b>Service Delivery Points: Remote Users Only (CLIN 0001AE and 0101AE)</b>	
<b>Level of Service</b>	<b>Response Time</b>
Basic	≤ 6 days
High End	≤ 5 days
Mission Critical	≤ 4 days

**Table 5-2 Service Delivery Points**

Manage MAC process. A user requested MAC is a request to move or change a data seat, voice seat, or video seat belonging to an NMCI user account or NMCI asset. EDS will provide services to perform user requested system hardware and software changes of data seats. This applies within a base to networked customers where NMCI service already exists. Table 5-3 identifies the three types of user requested MACs

MAC Type	Description
Physical	A user requested and approved physical movement of an NMCI-supported asset. A physical MAC includes de-installation, move, and reinstallation of hardware not associated with provisioning of an ordered CLIN. Included in this single MAC will be the assets associated with the seat (e.g., central processing unit, monitor, peripherals, local/non-network printer, etc.), as well as the administrative changes (e.g., printer mapping, application mapping, user profiles) associated with movement of the asset.
Logical	A user requested and approved addition, deletion, or change to an NMCI-supported asset that does not require the physical movement of the asset. A logical MAC includes add/deletes (e.g., printer mapping, application mapping) or changes (e.g., administrative changes to user profiles) that are not associated with provisioning of an ordered CLIN. A single logical MAC may consist of multiple additions or deletions to the user account per event. In such case, only one MAC will be charged.
Community of Interest (COI)	A user requested and approved addition, deletion, or change (logical MAC) to an NMCI-supported asset within a COI as defined by Attachment 4 of the NMCI contract, Security Requirements, 1.2.1.9, "NMCI Communities." A COI MAC includes changes to a user account not associated with provisioning of an ordered CLIN. A single COI MAC may consist of multiple additions or deletions to the user account per event. In such case, only one MAC will be charged.

**Table 5-3 MAC Types**

### **Embarkable MAC**

An Embarkable MAC supports actions required to transition an Embarkable NMCI data seat out of the NMCI domain, and those required to return that data seat to the NMCI domain. Services are to be provided for scheduled movements that are known in advance, or contingency operations and other unplanned movements. Each Embarkable MAC includes, but is not limited to, the following:

- Granting of system administration rights to DoN IT personnel when the seat is embarked
- Providing a copy of the Gold Disk media and all authorized application software loaded on the deploying embarkable seats
- Redirecting and forwarding e-mail, and re-implementing full-service e-mail for all accounts being deployed
- Re-transmitting undelivered e-mail
- Disabling and re-enabling the Common Access Card
- Providing data migration capability
- Performing Help Desk functions
- Providing logistical support to meet the availability requirements of embarked

seats per SLA 1, Performance Category 2 (Availability), and Paragraph 3.7 of the Statement of Objectives

- a. Complete MAC form to request modification and/or service. The NMCI user goes to [www.nmci-isf.com/helpdesk\\_reqforms.htm](http://www.nmci-isf.com/helpdesk_reqforms.htm), selects and completes the appropriate form, and e-mails it/them to the ACTR. The ACTR reviews the request for accuracy. If approved, the ACTR e-mails the request to SPOTMACMAIL for the CTR to review. If the request is disapproved, the ACTR notifies the NMCI user. Upon notification of a denied MAC request, the NMCI user has the option to correct, modify, or cancel the request.
- b. Each day, the CTR will visit the *NMCI Ticket Web (Ticket Lookup)* to extract open MAC request data into an Excel spreadsheet and post the information in a centralized, agreed upon claimancy location. ACTRs and NMCI can monitor the progress of open requests by checking that location.
- c. Managing all regular seats. The CIO is responsible for managing and approving all regular seat MACs. The CIO has delegated responsibility for submitting MACs to ACTRs and approving MACs to the CTR.
- d. Manage and approve MACs for all embarkable seats. The DoN CIO is responsible for managing and approving all embarkable seat MACs.
- e. Justify the need for a MAC request and complete and forward the appropriate forms to the designated ACTR. NMCI users are responsible for identifying the need for a MAC request and completing and forwarding the appropriate forms to their designated ACTR. In general, NMCI users will submit a user request MAC for changes to physical, logical, or COI NMCI services. An embarkable MAC will be submitted to move a seat to/from the NMCI domain.
- f. Review request for accuracy and forward approved requests for processing. Assign a ticket number to the request, e-mail the ticket number to SPOTMACMAIL for the CTR to see, and then forward the request for further processing
- g. Enter Ticket number in *NMCI Ticket Web (Ticket Lookup)*. Each day the CTR will visit the *NMCI Ticket Web (Ticket Lookup)* to extract open MAC request data into an Excel spreadsheet and post the information in a centralized, agreed upon claimancy location.
- h. Complete the MAC order. This is the final step of the process wherein the work requested is actually performed. It is important that only the work requested be performed. The ticket becomes the input for the knowledge base from which future solutions, performance metrics and other key data are derived. Any additional work required must be covered by a new request and ticket.

- i. E-mail notice of completion. Once the work is actually performed, a completion notification is e-mailed to the user. This marks the end of one complete turn and the elapse time can be utilized for turn time analysis.

Table 5-4, below, identifies the current MAC activities and process.

Activity	Comments
<p>NMCI user identifies necessary change to workstation or network service</p>	<ul style="list-style-type: none"> <li>• Individual users may determine a variety of needed changes such as additional software, name changes, or equipment moves.</li> <li>• DoN leadership identifies large-scale group or building moves.</li> </ul>
<p>User downloads appropriate MAC request form from the DoN’s NMCI Web site, completes the form, and forwards it via e-mail to the CTR</p>	<ul style="list-style-type: none"> <li>• There are numerous forms to be used for different types of MACs. The forms are standard MSWord documents.</li> <li>• Different Claimancies and bases have determined varying methods for processing users’ MAC requests. In general, users are directed to send MAC requests to the CTR, but may be directed to send the forms to a CTRs, ACTRs, a DoN Help Desk, or – in the case of a direct contractor – to the designated POC for the contractor’s company.</li> </ul>
<p>The Customer Technical Representative (CTR) reviews request for completeness and validity then either rejects the MAC request (and returns it to the user) or approves the request and forwards it via e-mail to the NMCI Help Desk</p>	<ul style="list-style-type: none"> <li>• The CTR or designee ensures the product or services requested are allowed.</li> <li>• At least one Claimancy is using a workflow tool (HEAT) to log and track their MAC requests</li> </ul>
<p>MAC Queue Manager (member of the Help Desk staff) reviews the request for accuracy and ensures approval from the appropriate DoN personnel then forwards the request to the appropriate Help Desk agent</p>	<ul style="list-style-type: none"> <li>• The Help Desk staff includes a MAC team in Norfolk and San Diego; the MAC Queue Managers redirects requests as necessary to the appropriate MAC team (East or West coast) to handle.</li> <li>• The MAC Queue Manager uses information maintained by the MAC team on their shared drive to ensure the request was approved by the correct individual or group and uses the Legacy Applications database and User to App Mapping to verify the request.</li> <li>• The MAC Queue Manager returns the request or forwards it to the MAC team member or Help Desk agent best able to resolve the request (based on skill and workload).</li> <li>• MACs are processed on a first received/first processed basis, but the MAC Queue Manager monitors MAC requests and reassigns or expedites as requested by the CTR or EDS NMCI management.</li> </ul>

Activity	Comments
MAC team member opens a Remedy ticket for the MAC	<ul style="list-style-type: none"> <li>• The MAC team member creates the ticket – while tickets are not pre-populated, they're usually created within 3 - 5 minutes by cutting and pasting.</li> <li>• MAC team member attaches the MAC request form to the Remedy ticket.</li> <li>• The MAC team member ensures the ticket is set to the proper status in Remedy</li> <li>• Remedy generates and sends an e-mail message to the NMCI user notifying him/her of the ticket number and that it is being worked.</li> </ul>
MAC team member resolves the MAC	<ul style="list-style-type: none"> <li>• MAC team members use detailed work instructions (accessed from the Help Desk Knowledge Base) to resolve MACs.</li> <li>• The MAC Queue Manager uses Remedy reports to monitor MACs and intervene as necessary to reassign or expedite a MAC request.</li> </ul>
MAC team member closes the Remedy ticket	<ul style="list-style-type: none"> <li>• Remedy generates and sends an e-mail message to the CTR, EDS Base Queue Manager informing them the request is completed.</li> </ul>
EDS NMCI team reports MACs completed.	<ul style="list-style-type: none"> <li>• MACs are reported at the Claimant level.</li> </ul>

**Table 5-4 MAC Activities and Process**

### 5.4.3 Other Post Cutover Tasks

- a. Administer e-mail accounts. This encompasses all the activity of e-mail including new account creation, deleting old unused accounts, monitoring accounts for improper use, etc.
- b. Provide virus protection. Define access rules, virus protection software, firewalls, etc. to ensure the network will be protected from viruses.
- c. Provide security for shared folders. Security will require a form of layered access to protect the data/application/etc. from external intrusion as well as inadvertent dissemination of internally sensitive information or other security risks.
- d. Add/Delete shared folders as required. Management of shared folders will by definition include a process in which new files can be added and obsolete files can be eliminated. This process will also include an approval/signature path.
- e. Manage and maintain legacy networks. During the transition EDS will be required to continue to provide network access to applications, which due to failing the LADRA testing, are moved to quarantine status. As a parallel activity, the claimant/customer will be trying to eliminate, modify or replace these quarantined resources. After migration, access, maintenance and costs become the responsibility of the user.

- f. Justify maintaining legacy resource in quarantine. It is the responsibility of the end-user of quarantined resources to justify their continued existence.
- g. Accept/approve quarantined resources. This will be the function of the CTR/ACTR.
- h. Manage the Desktop Application Quarantine Reduction Process (QRP), which begins with the Prioritization process, via the various reports and lists that identify the applications that have failed to deploy to the NMCI environment. The QRP concludes with successful deployment or discontinued use of all Quarantined applications. The IATT Enterprise Quarantine Reduction Coordinator (EQRC) will oversee the execution of this effort with IATT Quarantine Remediation Group (QRG) working with the STEM, Echelons II Commands, CDA and sites in the execution of these processes. Attempting to reach the goal of the site for this activity will continue to be the function of the claimant. Generally, this goal is set at 10%. Refer to the LATG at:

<http://www.nmci-isf.com/transition.htm#Transition>

## **5.5 Lessons Learned**

Lessons Learned are still being developed for the Post-Cutover phase at this time.

## Appendix A – Acronyms

<b><u>Term</u></b>	<b><u>Definition</u></b>
ACTR	Assistant Customer Technical Representative
AOR	Assumption of Responsibility
ASN	Assistant Secretary of the Navy
ATO	Authority to Operate
BAN	Base Area Network
BFM	Business Financial Manager
BIO	Base Infrastructure Operational
C&A	Certification and Accreditation
CDA	Central Design Activity
CDB	Customer Design Brief
CDR	Critical Design Review
CIO	Command Information Officer
CLIN	Contract Line Item Number
CM	Claimant Manager
CMS	COMSEC Material System
COI	Communities of Interest
COMSEC	Communications Security
CONOPS	Concept of Operations
COR	Contracting Officer's Representative
COTS	Commercial-off-the-Shelf
CPM	Customer Project Manager
cTB	Classified Transport Boundary
CTF	Commander Task Force
CTR	Customer Technical Representative
cSF	Classified Server Farm
DAA	Designated Approving Authority
DCPM	Deputy Customer Project Manager
DISA	Defense Information Systems Agency
DISN	Defense Information Systems Network
DITSCAP	DOD Information Technology Security Certification and Accreditation Process
DMS	Defense Message System
DOD	Department of Defense
DoN	Department of Navy
EDS	Electronic Data Systems
EO	Enterprise Operations
FAM	Functional Area Manager
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GOTS	Government-off-the-Shelf
HAG	High Assurance Guard
IA	Information Assurance
IATC	Interim Authority to Connect

<b><u>Term</u></b>	<b><u>Definition</u></b>
IATO	Interim Authority to Operate
IATT	Information Assurance Tiger Team
INFOSEC	Information Security
IRB	Infrastructure Review Board
ISP	Inside Plant
ISSP	Information Systems Security Policy
IT	Information Technology
JRS	Joint Reporting System
LADRA	Legacy Application Deployment Readiness
LATG	Legacy Application Transition Guide
LAN	Local Area Network
LRA	Local Registration Authority
MAC	Move Add Change
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NADTF	Navy Application Database Task Force
NCAP	NMCI Connection Approval Process
NIPRNET	Non-Secure Internet Protocol Routing Network
NMCI	Navy Marine Corps Intranet
NNOC	Navy Network Operations Command
NOC	Network Operations Center
NSS	National Security Systems
OPNAVINST	Office of the Chief of Naval Operations Instruction
OSP	Outside Plant
PD	Program Directorate
PDS	Protected Distribution System
PEO-IT	Program Executive Office – Information Technology
PKI	Public Key Infrastructure
PM	Program Manager
PMO	Program Management Office
PMW	Program Management Warfare
POA&M	Plan of Actions and Milestones
POC	Point of Contact
PoP	Point of Presence
PSQ	Preliminary Site Questionnaire
RAL	Rationalized Application List
RAS	Remote Access Service
RDT&E	Research Development Test and Evaluation
ROICC	Reserve Officer In Charge of Construction
RFC	Request for Connection
RFS	Request for Service
SCCB	Schedule Change Control Board
SCM	Site Concurrence Memorandum
SCR	Schedule Change Request
SCP	Schedule Change Proposal

<b><u>Term</u></b>	<b><u>Definition</u></b>
SDM	Site Delivery Manager
SES	Senior Executive Service
SHC	Stakeholders' Council
SIL	Site Integration Lead
SLA	Service Level Agreement
SM	Site Manager
SME	Subject Matter Experts
SSAA	System Security Authorization Agreement
SSE	Site Solutions Engineering
STAM	Seat-to-User-Mapping
STEM	Site Transition Execution Manager
STM	Site Transition Manager
TA	Trusted Agent
TART	Technical Applications Review Team
UAIF	User Asset Information Form
UIC	Unit Identification Code
USMC	United States Marine Corps
uSF	Unclassified Server Farm
uTB	Unclassified Transport Boundary
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Program
VSSD	Very Small Site Design
WAN	Wide Area Network

## Appendix B -- Naval Message; NMCI Lessons Learned

R 241823Z DEC 02 COMSPAWARSYSCOM SAN DIEGO CA

TO SECNAV WASHINGTON DC  
CNO WASHINGTON DC  
COMLANTFLT NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVVAIRSYSCOM PATUXENT RIVER MD  
COMNAVRESFOR NEW ORLEANS LA  
COMNAVFACECOM WASHINGTON DC  
COMNAVSECGRU FT GEORGE G MEADE MD  
COMNAVNETSPAOPSCOM DAHLGREN VA  
PEO IT WASHINGTON DC  
BUPERS MILLINGTON TN  
BUMED WASHINGTON DC  
COMNAVDIST WASHINGTON DC  
COMNAVSPACECOM DAHLGREN VA  
ONI WASHINGTON DC  
DIRSSP WASHINGTON DC  
CNET PENSACOLA FL  
USNA ANNAPOLIS MD  
NAVPGSCOL MONTEREY CA  
CNR ARLINGTON VA  
NAVOBSY WASHINGTON DC  
CG MARCORSYSCOM QUANTICO VA  
NAVSTKAIRWARCEN FALLON NV  
NAVCOMTELSTA WASHINGTON DC  
COMNAVSPECWARCOM CORONADO CA  
COMNAVMETOCCOM STENNIS SPACE CENTER MS  
COMSC WASHINGTON DC  
FLDSUPPACT WASHINGTON DC  
ASSTSECNAV WASHINGTON DC  
CMC WASHINGTON DC  
USCINCFJCOM NORFOLK VA

INFO ASSTSECNAV RDA WASHINGTON DC  
DON CIO WASHINGTON DC  
USCINCPAC HONOLULU HI  
COMUSNAVCENT  
PEO IT WASHINGTON DC

ADMINISTRATIVE MESSAGE

ROUTINE

R 241823Z DEC 02 ZYB

FM COMSPAWARSYSCOM SAN DIEGO CA//PMW164//

TO SECNAV WASHINGTON DC

CNO WASHINGTON DC  
COMLANTFLT NORFOLK VA  
COMPACFLT PEARL HARBOR HI  
COMNAVAIRSYS COM PATUXENT RIVER MD  
COMNAVRESFOR NEW ORLEANS LA  
COMNAVFACENGCOM WASHINGTON DC  
COMNAVSECGRU FT GEORGE G MEADE MD  
COMNAVNETSPAOPSCOM DAHLGREN VA  
PEO IT WASHINGTON DC  
BUPERS MILLINGTON TN  
BUMED WASHINGTON DC  
COMNAVDIST WASHINGTON DC  
COMNAVSPACECOM DAHLGREN VA  
ONI WASHINGTON DC  
DIRSSP WASHINGTON DC  
CNET PENSACOLA FL  
USNA ANNAPOLIS MD  
NAVPGSCOL MONTEREY CA  
CNR ARLINGTON VA  
NAVOBSY WASHINGTON DC  
CG MARCORSSYSCOM QUANTICO VA  
NAVSTKAIRWARCEN FALLON NV  
NAVCOMTELSTA WASHINGTON DC  
COMNAVSPECWARCOM CORONADO CA  
COMNAVMETOCCOM STENNIS SPACE CENTER MS  
COMSC WASHINGTON DC  
FLDSUPPACT WASHINGTON DC  
ASSTSECNAV WASHINGTON DC  
CMC WASHINGTON DC  
USCINCFJCOM NORFOLK VA

INFO ASSTSECNAV RDA WASHINGTON DC  
DON CIO WASHINGTON DC  
USCINCPAC HONOLULU HI  
COMUSNAVCENT  
PEO IT WASHINGTON DC//NMCIDIROFFICE//

BT  
UNCLAS //N5000//

MSGID/GENADMIN/COMSPAWARSSYSCOM//

SUBJ/NAVY NMCI LESSONS LEARNED//

REF/A/GENADMIN/PEO-IT WASHINGTON DC/202304ZMAY2002//

REF/B/GENADMIN/PEO-IT WASHINGTON DC/022023ZJUL2002//

REF/C/GENADMIN/PEO-IT WASHINGTON DC/151957ZNOV2002//

NARR/REF(A) NMCI 20K ROLLOUT EXECUTION ORDER; REF(B) NMCI 40K

ROLLOUT EXECUTION ORDER; REF(C) NMCI ENTERPRISE SCHEDULE//  
POC/MR. KEVIN MCNALLY/CIV NMCI PMO/COMSPAWARSSCOM/-  
/TEL:(619)524-7580/EMAIL:KEVIN.MCNALLY@NAVY.MIL//

RMKS/1. THE CURRENT FOCUS OF THE NMCI PROGRAM IS TO AGGRESSIVELY ROLLOUT NMCI IN ACCORDANCE WITH THE ESTABLISHED ENTERPRISE SCHEDULE, AND TO BUILD IN QUALITY TO CONTRACTUAL SLA STANDARDS AND FOR A HIGH LEVEL OF CUSTOMER SATISFACTION. AS WE OBSERVED ROLLOUT OF THE FIRST 50,000 SEATS AT MORE THAN 86 SITES ACROSS THE ENTERPRISE, WE HAVE IDENTIFIED SEVERAL CRITICAL FACTORS THAT CONTRIBUTE TO A SUCCESSFUL ROLLOUT. THIS MESSAGE IDENTIFIES THE CRITICAL DEPLOYMENT SUCCESS FACTORS FOR USE BY FUTURE NMCI DEPLOYMENT SITES DURING THEIR TRANSITIONS.

2. COMMAND INVOLVEMENT - SITE COMMANDERS AND COMMAND STAFF SHOULD ACTIVELY SUPPORT AND PARTICIPATE IN THE MANAGEMENT OF THE NMCI TRANSITION. A CLEAR AND SUPPORTIVE MESSAGE FROM SITE COMMANDERS TO ALL SITE USERS SHOULD BE SENT INDICATING THEIR COMMITMENT TO A SUCCESSFUL AND EFFICIENT NMCI TRANSITION. FOLLOW ON MESSAGES REEMPHASIZING COMMAND COMMITMENT AND DETAILING SITE PROGRESS SHOULD BE SENT PERIODICALLY THROUGHOUT THE TRANSITION PROCESS.

3. TRANSITION PERSONNEL - SITE COMMANDERS SHOULD ASSIGN THEIR MOST PROACTIVE AND EFFECTIVE PERSONNEL TO MANAGE AND SUPPORT THE NMCI TRANSITION. TRANSITION PERSONNEL SHOULD REPORT WEEKLY TO SITE COMMANDERS ON THE STATUS OF NMCI TRANSITION. SITE TRANSITION IS A RESOURCE INTENSIVE EFFORT AND SITES SHOULD ASSIGN ADEQUATE ASSETS TO SUPPORT THE TRANSITION EFFORT. THE FOLLOWING STAFFING RECOMMENDATIONS ARE BASED UPON EXPERIENCE FROM EARLY ADOPTER SITES:

A. ECHELON II RECOMMENDED TRANSITION STAFFING INCLUDE ONE NMCI PROGRAM MANAGER, ONE LEGACY APPLICATIONS MANAGER, TWO LEGACY APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, ONE TECHNICAL LEAD, ONE LEAD CTR, ONE DEPUTY CTR, ONE FACILITIES COORDINATOR, AND ONE INFORMATION ASSURANCE (IA) COORDINATOR.

B. SITE RECOMMENDED TRANSITION STAFFING INCLUDE ONE CTR, ONE ACTR/1000 SEATS, ONE LEGACY APPLICATIONS COORDINATOR, TWO LEGACY APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, AND ONE TECHNICAL REPRESENTATIVE.

4. NMCI GOALS - SITE COMMANDERS SHOULD ENSURE ALL USERS ARE EDUCATED ON THE PURPOSE AND GOALS OF THE NMCI INITIATIVE. THE FOLLOWING TALKING POINTS FROM DIRECTOR, NMCI MAY BE APPROPRIATE FOR YOUR COMMAND:

A. THE NAVY'S EXISTING IT INFRASTRUCTURE IS UNSATISFACTORY FOR THE 21ST CENTURY-WE CURRENTLY HAVE MORE THAN 1,000 DISPARATE NETWORKS, MANY OF WHICH ARE VULNERABLE TO CYBER ATTACK AND INCOMPATIBLE WITH OTHER SYSTEMS IN THE NAVY AND MARINE CORPS. NMCI BRINGS ONE SECURE INTEROPERABLE INTRANET. IMPROVED SECURITY ALONE IS JUSTIFICATION FOR THE NMCI INITIATIVE.

B. NMCI ALLOWS THE DEPARTMENT OF THE NAVY TO NOT ONLY STAY CURRENT WITH TECHNOLOGY AND SECURITY IMPROVEMENTS, BUT MORE IMPORTANTLY, PUT SYSTEMS INTO PLACE THAT WILL ALLOW US TO IMPROVE OUR BUSINESS EFFICIENCY AND WAR FIGHTING EFFECTIVENESS.

C. THE NMCI WILL MOVE DON FROM A PHILOSOPHY AND STRUCTURE OF LOCAL IT SYSTEMS AND DATA TO AN ENVIRONMENT WHICH SUPPORTS FULL PERSONNEL COLLABORATION AND DATA CORRELATION ACROSS THE DEPARTMENT.

D. NMCI WILL ALLOW US TO FOCUS ON OUR CORE WAR FIGHTING AND BUSINESS FUNCTIONS - INFORMATION AND DECISION MAKING RATHER THAN NETWORK HARDWARE AND OPERATIONS.

E. NMCI WILL INCREASE INFORMATION INTEROPERABILITY THROUGH THE COMMON STANDARDS THAT ONLY A SINGLE ENTERPRISE INTRANET CAN PROVIDE. IT WILL POSTURE DON TO MOVE COLLECTIVELY AS ONE (RATHER THAN 1000) AS WE IMPROVE INTEROPERABILITY WITH OTHER DEPARTMENTS AND AGENCIES.

F. NMCI WILL ACT AS THE NETWORK FOUNDATION FOR MANY OF OUR TRANSFORMATIONAL EFFORTS. IT WILL SUPPORT ERP, TASKFORCE WEB, TASKFORCE EXCEL, PROJECT SAIL, REGIONALIZATION, AND THE MATURING OF MANY OTHER COMMUNITIES OF INTEREST.

G. NMCI WILL SUPPORT A NAVY AND MARINE CORPS THAT ARE PROACTIVE, AGILE, FORWARD, MOBILE, DISPERSED, AND INFORMATION DEPENDENT. IT WILL TRAIN A SPECIAL CADRE OF OUR IT PROFESSIONALS IN STATE OF THE ART NETWORK OPERATIONS AND MANAGEMENT.

5. NMCI TRANSITION - SITE TRANSITION TO NMCI IS NOT SOLELY A CONTRACTOR TASK. IT IS A JOINT GOVERNMENT AND CONTRACTOR TASK. SITE PERSONNEL ARE RESPONSIBLE FOR THE NMCI ROLLOUT AND MUST TAKE ALL STEPS NECESSARY TO ENSURE EXECUTION. MANY ROLLOUT ISSUES TO DATE HAVE NOT BEEN CONTRACTOR PERFORMANCE RELATED; RATHER THEY HAVE BEEN NAVY ISSUES. APPLICATION FAILURES AND ADHERENCE TO NETWORK SECURITY POLICY ARE NAVY ISSUES AND THEY CAN BE MOST EASILY RESOLVED THROUGH STRONG SITE LEADERSHIP, POLICIES, AND PROCEDURES. SENIOR MANAGERS NEED TO GET INVOLVED AND DEMONSTRATE LEADERSHIP TO RESOLVE THESE TRANSITION ISSUES.

6. APPLICATION RATIONALIZATION - SITE COMMANDERS WORKING WITH THEIR CHAIN OF COMMAND MUST ENSURE THAT ONLY MISSION AND BUSINESS ESSENTIAL APPLICATIONS SURVIVE THE RATIONALIZATION PROCESS AND THOSE FINAL RATIONALIZED APPLICATIONS MUST HAVE VERSION NUMBERS AND CDA SPONSORSHIP SUBMITTED TO NADTF VIA THE ISF TOOLS DATABASE. ONE OF THE DEPARTMENT GOALS WITH THE NMCI INITIATIVE IS TO MIGRATE FROM THE UNMANAGEABLE AND COSTLY 100,000 DEPARTMENT APPLICATIONS TO A MORE MANAGEABLE 2000 ENTERPRISE APPLICATIONS. SITES SHOULD ATTEMPT TO RATIONALIZE THEIR APPLICATIONS TO THE MINIMUM SET REQUIRED. MANY CLAIMANTS/SITES (NAVRESFOR IS AN EXCELLENT EXAMPLE) HAVE INSTITUTED THE USE OF FUNCTIONAL APPLICATION PROFILES AS THE STANDARD FOR NMCI ROLLOUT. THE USE OF PROFILES HAS GREATLY IMPROVED EFFICIENCY OF APPLICATION TESTING AND NMCI ROLLOUT. WE HAVE ACCELERATED NAVRESFOR ROLLOUT AS A RESULT OF THEIR PREPARATION.

7. USER-LESS DEPLOYMENT - USER-LESS DEPLOYMENT IS THE ENTERPRISE STANDARD FOR NMCI ROLLOUT. IT HAS PROVEN TO RESULT IN THE MOST EFFECTIVE NMCI ROLLOUT WITH THE LEAST AMOUNT OF USER DISTURBANCE. SITE COMMANDERS SHALL MAKE EVERY EFFORT TO FULLY SUPPORT AND UTILIZE THE USER-LESS DEPLOYMENT PROCESSES. IN GENERAL, THE ISF DEPLOYS COMPUTERS TO THE DESKTOP AND MIGRATES USER DATA AT NIGHT AND ON WEEKENDS, THEN MEET WITH THE USER FOR A BRIEF ORIENTATION/ SIGN-OFF ON THE NEXT WORKING DAY. THIS IS SIGNIFICANTLY MORE EFFICIENT AND LESS DISRUPTIVE TO YOUR COMMAND.

8. PILOTS AND DEMONSTRATIONS - PILOTS AND DEMONSTRATIONS ARE NOT REQUIRED AT INDIVIDUAL SITES. ALL NMCI SERVICES HAVE BEEN TESTED AND SUCCESSFULLY DEPLOYED AT THE EARLY ADOPTER SITES.

9. TRAINING AND SCHEDULING - SITES SHOULD ENSURE THAT ALL PERSONNEL ATTEND NMCI USER TRAINING AND THAT GOVERNMENT PERSONNEL ARE AVAILABLE AND PRESENT DURING SCHEDULED TESTING AND SEAT DEPLOYMENT. PERSONNEL ABSENCES HAVE BEEN A CAUSE FOR MUCH DELAY IN EARLY ADOPTER ROLLOUTS.

10. PHASED DEPLOYMENT - SITE COMMANDERS AND ISF TRANSITION PERSONNEL SHOULD JOINTLY AGREE UPON A PHASED DEPLOYMENT SCHEDULE FOR NMCI SITE ROLLOUT. EVERY EFFORT SHOULD BE MADE TO MANAGE THE ROLLOUT IN ACCORDANCE WITH THE PHASED DEPLOYMENT SCHEDULE. EXPERIENCE HAS SHOWN THAT ROLLOUT RATES IN THE INITIAL TWO WEEKS OF CUTOVER ARE ONE QUARTER TO ONE HALF OF THE FULL PRODUCTION ROLLOUT RATE. A ROUGH ESTIMATE OF THE FULL PRODUCTION RATE IS ABOUT TWO SEATS PER ISF DEPLOYER PER DAY, BUT PROCESS CHANGES ARE BEING INTRODUCED TO DRAMATICALLY IMPROVE THIS METRIC.

11. LADRA TESTING - EACH PHASED SEGMENT SHOULD COMPLETE APPLICABLE LADRA TESTING AT LEAST ONE WEEK PRIOR TO SEGMENT ROLLOUT. ALL APPLICATIONS THAT FAIL LADRA TESTING WILL RESULT IN QUARANTINE STATUS. APPLICATIONS THAT FAIL TESTING WILL BE REMEDIATED DURING THE RISK MITIGATION PHASE FOLLOWING TRANSITION. APPLICATIONS ARE NOT REQUIRED TO BE REMEDIATED PRIOR TO NMCI ROLLOUT.

12. QUARANTINE PLANS - A QUARANTINE PLAN SHALL BE JOINTLY DEVELOPED PRIOR TO THE ROLLOUT OF EACH SEGMENT. THE ONLY LEGACY SEATS LEFT IN PLACE AFTER THE SEGMENT ROLLOUT WILL BE THOSE IDENTIFIED AS PART OF THE VALIDATED QUARANTINE PLAN. IT IS NMCI POLICY THAT NO DUAL DESKTOPS WILL BE LEFT IN PLACE UNLESS PART OF A VALIDATED QUARANTINE PLAN.

13. USER DATA - USER TO APP AND USER TO CLIN DATA MAPPINGS ARE REQUIRED TO BE DELIVERED TO THE ISF 60 DAYS IN ADVANCE OF SEGMENT DEPLOYMENT. NO FURTHER CHANGES WILL BE ALLOWED PRIOR TO SEGMENT ROLLOUT, CHANGES CAN BE ACCOMPLISHED THROUGH THE MAC PROCESS POST SEAT DEPLOYMENT).

14. ISSUE ESCALATION - ROLLOUT STOPPAGES, PAUSES, OR REDUCED ROLLOUT RATES FROM THE APPROVED ROLLOUT PLAN WILL ONLY BE ALLOWED IF AUTHORIZED BY DIRECTOR NMCI OR THE NMCI PM'S FROM NAVY OR USMC, AS PER THE REFERENCED MESSAGES. WHEN NEEDED, THE ESCALATION OF SITE ROLLOUT ISSUES AND DECISIONS WILL BE FROM THE PMO SIL OR CPM TO THE NAVY NMCI PM TO THE DIRECTOR NMCI.

15. SITE IT MANAGEMENT: DON HAS ENTERED INTO AN ERA WHERE COMMERCIAL PROVIDERS, THE INFORMATION STRIKE FORCE (ISF), PROVIDES DESK TOP COMPUTING AND NETWORK SERVICES. SITE COMMANDS MUST ADJUST THEIR LEADERSHIP AND MANAGEMENT STRUCTURES ACCORDINGLY. THE SITE COMMANDER MUST SPECIFY THIS NEW RELATIONSHIP WITH HIS ISF SITE MANAGER. RELATIONSHIPS HAVE WORKED BEST WHERE THE ISF SITE MANAGER IS A FULLY ENABLED PART OF THE SITE LEADERSHIP AND MANAGEMENT STRUCTURE.

16. NMCI ROLLOUT IS A DEPARTMENT OF THE NAVY ENTERPRISE ENDEAVOR AND MUST BE ACCORDED APPROPRIATE PRIORITY BY ECHELON II CLAIMANTS AND SUPPORTING COMMANDS. ECHELON II CLAIMANTS ARE RESPONSIBLE ICW ISF AND NMCI PMS TO ROLLOUT NMCI FOR THEIR COMMANDS AS SEQUENCED IN THE NMCI ENTERPRISE SCHEDULE. THE TRANSITION PROCESS ASSOCIATED WITH NMCI ROLLOUT WILL BY ITS NATURE PRESENT SOME SHORT TERM RISKS. DEPARTMENT PHILOSOPHY IS TO MITIGATE THIS RISK NOT AVOID IT. STRONG COMMAND COMMITMENT AND LEADERSHIP IS NECESSARY TO SUCCESSFULLY TRANSITION TO THE NMCI.

17. SPECIAL THANKS TO THE FOLLOWING COMMANDS THAT HAVE BEEN ON THE FOREFRONT OF NMCI IMPLEMENTATION: CLF HQ, NAVAIR HQ, SPAWAR HQ, NAF WASHINGTON, NAS LEMOORE, NSWC CRANE, NSWC PT HUENEME, AND RESFOR CLAIMANCY. ADDITIONALLY, THE DIRECT FLEET INPUT PROVIDED BY BOTH COMLANTFLT AND COMPACFLT HAS BEEN PARTICULARLY VALUABLE.

18. CAPT CRAIG MADSEN USN, NMCI NAVY PROGRAM MANAGER SENDS.//

BT

#6628

NNNN

## Appendix C -- Seat Acceptance Checklist



### User Seat Acceptance Checklist

#### BEFORE CUTOVER:

- Read the Ready/Set/Go documentation.
- Move data to MIGDATA folder per Ready/Set/Go documentation.
- Attend NMCI training.
- Obtain PKI card **IF** you are going to get a laptop
- Get copy of seat order (CLINS) from your CTR/ACTR.
- Get a copy of the Legacy Applications submitted (for your seat) from the CTR/ACTR.

#### BEFORE YOU SIGN FOR YOUR NMCI MACHINE:

1. Verify items you should have (ask the NMCI installer to show you):
  - Verify that each CLIN is present (i.e. memory size, CPU speed, peripherals such as CD-ROM) on NMCI workstation.
2. Start Up:
  - Verify that NMCI workstation boots with out error.
  - Test each peripheral works (non network items) (i.e. CD-ROM etc.).
  - Test network printer services.
  - Test access to home drive (i.e. H: drive) and network drives.
3. Check Folders and Files:
  - List Legacy icons and compare with NMCI icons.
  - Test Legacy apps present either on NMCI machine or Quarantine machine.
  - Review drive mapping for applications.
4. Review your data from your legacy machine:
  - Insure that your data is transferred to your C: drive MIGDATA file / Orphan files.
  - Move MIGDATA / Orphan files to H: drive.
5. Windows 2000 Applications:
  - Test Microsoft Office applications
  - Test Outlook by sending and receiving mail.
  - Check availability of non-NMCI address in Global Address List (GAL).
  - Check for all public and private folders.
  - Check calendar, personal contact list and address books
  - Test I. Explorer and Netscape Navigator check for your favorites and bookmarks.
  - Send notification to all of your contacts that your e-mail address changed.
6. Just RAS (notebook) users only:
  - Verify that notebook can log into RAS account.
  - Verify e-mail connection.
  - Verify Internet connection and websites.

Ready, Set, Go guide is available at <http://eds.com/nmci/transition.htm>

Review ordered CLINS and legacy applications (from the User to Application Mapping) with your site's Customer Technical Representative (CTR) or Assistant Customer Technical Representative (ACTR) prior to rollover. (The sooner the better). Public Key Infrastructure (PKI) and Remote Access Server (RAS) is used on laptops to access your accounts while on TAD

## Appendix D – Schedule Change Requests (SCRs)

### Navy Marine Corps Intranet (NMCI) Schedule Change Control Board (SCCB) Charter

1. **Purpose:** To establish the composition and procedures of the NMCI Schedule Change Control Board (SCCB). The purpose of the NMCI SCCB is to exercise Configuration Management (CM) of the NMCI Enterprise Transition Plan and the associated NMCI Site Transition Schedules.
2. **Scope:** The elements of the NMCI Enterprise Transition Plan under the Director's CM are defined in Attachment 1. This charter is applicable to all Navy and Marine Corps sites. Attachment 3 (provided separately) contains Schedule CM procedures for tracking milestones associated with completion of site cutover and attainment of full performance. These procedures apply to those Navy and Marine Corps sites identified by the Full Performance modification to the NMCI contract.
3. **Composition:** The NMCI Schedule Change Control Board (SCCB) is co-chaired by the Director NMCI, the EDS NMCI Client Executive, and the EDS NMCI Deployment Executive. Membership includes the Navy and USMC NMCI Program Managers, the EDS Program Managers, and the Enterprise Schedule Manager. The SCCB exercises CM over the NMCI Enterprise Transition Plan and the associated Site Transition Schedules primarily via a regular recurring quarterly cycle of schedule reviews. The SCCB members oversee this quarterly schedule review process, and escalate schedule changes as necessary to achieve concurrence and/or resolution. The SCCB co-chairs have final decision authority for resolving all issues pertaining to schedule change management.
4. **Responsibilities:** The Director NMCI is responsible for configuration management of the NMCI Enterprise Transition Plan. Execution responsibilities are delegated as follows:
  - a. Navy NMCI and Marine Corps NMCI Program Managers (PMs). NMCI PMs are responsible for DoN coordination, review and disposition of schedule changes as specified in Attachment 1.
  - b. EDS NMCI Enterprise Program Manager. The EDS NMCI Enterprise Program Manager is responsible for EDS coordination, review and disposition of schedule changes as specified in Attachment 1.
  - c. Enterprise Schedule Manager (ESM). The ESM is responsible to the Director for oversight of the Enterprise NMCI Transition Plan and administration of the NMCI Schedule Change Control Board (SCCB).
  - d. Co-Chairs of the NMCI SCCB. The Director NMCI, the EDS NMCI Client Executive and the EDS NMCI Deployment Executive co-chair the SCCB. As specified in Attachment 1, the SCCB co-chairs review all schedule changes escalated for their resolution.
5. **Schedule CM Process Overview.** The SCCB has approved the Schedule CM process defined in Attachment 1 for the origination, review and disposition of proposed Schedule Changes.
  - a. **Background.** The basis of NMCI Schedule Change Management is the regular recurring quarterly review of proposed schedule changes. The objectives of the quarterly review process are the following:
    - i) To perform CM of the NMCI Transition Schedules in an efficient manner without the administrative burden of managing individual schedule change requests.
    - ii) To obtain commitment from all parties (EDS, PMs, claimants, commands) to the schedule and seat rollout objectives identified for the upcoming calendar quarter.
    - iii) To "lockdown" a schedule and seat rollout baseline at the beginning of each calendar quarter to support more effective measurement of execution to that baseline.
  - b. **Quarterly Schedule Review Cycle.** All events are referenced to "Q Day", the first day of the new calendar quarter.
    - i) Q – 31 days: EDS forwards the proposed Tactical [Rollout] Plan and proposed Schedule milestones for the upcoming TWO calendar quarters to the Navy and USMC PM organizations.
    - ii) Q-31 to Q-17 days: EDS and Navy/Marine PM teams review proposed Tactical Plans/Schedule Changes with claimants/commands and obtain concurrence.
    - iii) Q – 17 days: Navy/Marine PMs forward consolidated review documentation to EDS to capture the Schedule Changes agreed to by all parties.

**Navy Marine Corps Intranet (NMCI)  
Schedule Change Control Board (SCCB) Charter**

- iv) Q – 12 days: EDS updates the baseline dates for Schedule Projects as required to reflect the Schedule Changes agreed to by all parties.
- v) Q – 6 days: Navy/USMC PMs verify that Schedule Project baselines were updated correctly.

c. Provisions for “Out-of-Cycle” Schedule Changes. The Schedule CM rules by design are intended to discourage “Out of Cycle” requests for Schedule Changes for the following reasons:

- The SCCB process manages baseline Cutover Start dates and baseline rollout plans for the upcoming quarter. Current (vice baseline) Cutover Start dates and rollout plans can still be adjusted by EDS Site Managers throughout the quarter as conditions dictate.
- Updating schedule baselines once each quarter provides a baseline for objectively measuring actual performance against plan throughout the entire calendar quarter.
- Formal schedule reviews take time. By restricting schedule changes to a 2-week window prior to each quarter, all parties can focus on schedule execution throughout the remainder of the quarterly cycle.

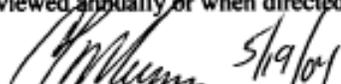
Out-of-cycle requests may be submitted when unforeseen/extraordinary circumstances arise that warrant a significant change to the NMCI schedule between quarterly review cycles. The following procedures may be invoked:

- Out-of-Cycle requests for changes to NMCI Schedules shall only be invoked for significant changes involving large or extremely critical sites; and significant changes to schedule dates.
- Out-of-Cycle requests may only be originated by Echelon 2 (or higher) Commanders [Navy], HQMC C4 Flag [USMC] or the EDS NMCI Enterprise Program Manager. Requests should be forwarded to the NMCI Enterprise Schedule Manager.
- Out-of-cycle requests will be reviewed and decided by the SCCB co-chairs.

[Note: Out-of-cycle schedule CM procedures will be modified after formal policy on NMCI Execution discipline is promulgated.]

d. Quarterly Schedule CM Process Flow Diagram. Attachment 2 illustrates the Quarterly Schedule CM process flow. Attachment 1 provides the detailed procedures associated with the NMCI Schedule CM process.

6. **Cancellation:** This charter supercedes the NMCI Schedule Change Control Board Charter dated 27 June 2003. This charter shall remain in affect until such time that it is either cancelled or revised by mutual consent of the Director NMCI, and the EDS NMCI Enterprise Client Executive. This charter will be reviewed annually or when directed by the Director NMCI.

  
\_\_\_\_\_  
(Date)

Charles L. Munns  
Rear Admiral, United States Navy  
Director, NMCI

\_\_\_\_\_  
(Date)

Mike Koehler  
NMCI Enterprise Client Executive  
Electronic Data Systems

\_\_\_\_\_  
(Date)

Vinnie Madsen  
NMCI Deployment Executive  
Electronic Data Systems

\_\_\_\_\_  
(Date)

John Thomas  
Brigadier General, United States Marine Corps  
HQMC C4

**Attachments:**

1. NMCI Schedule CM Process
2. NMCI Quarterly Schedule CM Process Flow Diagram
3. NMCI Full Performance Schedule CM Procedures (To be provided)

**NMCI Schedule Change Management Process**

1. **Purpose.** To delineate the specific processes and procedures for managing changes to the NMCI Enterprise Transition Plan and the associated NMCI Site Transition Schedules.

2. **Scope.** The elements of the NMCI Site Transition Schedules that are subject to these change management procedures are the following:

a. The baseline date for the milestone in each Site Transition Schedule [PIV Project] known as “Cutover Start” or “Cutover Begins” must be mutually agreed to by the SCCB membership.

**Rationale** – The baseline Cutover Start / Cutover Begins date drives the dates that pre-requisite actions and deliverables must be completed. The baseline Cutover Start / Cutover Begins milestone is critical to the management of government pre-requisites [actions / deliverables] that support the start of Cutover at a site.

b. The baseline date for the Assumption of Responsibility [AOR] milestone in each Site Transition Schedule [PIV Project] must be mutually agreed to by the SCCB membership.

**Rationale** – The baseline AOR date is critical in managing the government’s contractual requirements to provide approved NMCI Task Orders and an orderly transfer of title for AOR’d IT assets.

c. Quarterly Seat Rollout Plan. In addition to the schedule elements listed above, the number of seats planned to be cutover weekly during the calendar quarter shall be subject to configuration management. A weekly planned seat cutover quantity will be set for each PIV project that will cutover seats during the calendar quarter [Note – for Navy sites, a weekly planned seat cutover quantity will be set for each claimant included within each PIV project that will cutover seats during the calendar quarter]. Seat cutover quantities for the entire calendar quarter will be base lined prior to the start of each quarter.

**Rationale** – Weekly planned seat cutover quantities must be base lined to support accurate tracking of execution metrics.

3. **Background.** Appendix A to Attachment 1 provides background information on the Schedule Management tools in use to support CM of NMCI Site Transition Schedules. While most of these tools are not subject to strict CM, they are derived from the following authoritative data sources that are subject to CM:

Data Source	CM Manager	Content
Project In Vision [PIV]	EDS	Site Transition Schedules, IRAADs
eMarketplace	EDS	Task Orders
NMCI Enterprise Tool [NET]	Director NMCI	User Data

4. **Process for Quarterly Schedule Change Management.** The process for preparing and reviewing quarterly Schedule Changes begins 31 days prior to the start of each Calendar Quarter. The process steps [listed below] are Calendar Days referenced to “Q Day” which is the first day of the upcoming calendar quarter. Calendar Quarters will always start on the first Monday in the Quarter.

a. Q – 31 Days: The EDS Enterprise Program Management Office [EPMO] will forward the proposed Tactical [Rollout] Plan and proposed Schedule milestones for the upcoming TWO calendar quarters to the Navy and USMC PM NMCI PM Offices. The EDS EPMO may also forward requests to change Site Cutover Start dates beyond the upcoming TWO quarters when required. The EDS EPMO will also forward a template which will be used by the Navy and USMC PM Offices to capture the Schedule Changes agreed to by all parties at the conclusion of the quarterly review. The objectives of the Quarterly Schedule review are as follows:

1) To reach concurrence with all parties and lock down a baseline for the Tactical [Rollout] Plan rollout seat quantities for the upcoming Quarter.

### **NMCI Schedule Change Management Process**

2) To reach concurrence with all parties and lock down schedule baseline dates (AOR Begins and Cutover Begins) for the upcoming Quarter.

3) To review and update schedule baseline dates (AOR Begins and Cutover Begins) for the Quarter following the upcoming Quarter.

4) To review the Tactical Plan rollout seat quantities for the Quarter following the upcoming Quarter.

b. Q – 31 Days: The Navy and USMC NMCI PM Offices will distribute the proposed Tactical [Rollout] Plan and proposed Schedule milestones for the upcoming TWO calendar quarters and any other schedule changes proposed by the EDS EP MO to Program Office staff, Echelon 2 CIO's and any other stakeholders as appropriate.

c. Q-31 to Q-16 Days: EDS, Navy/USMC PM staff and customer commands review the proposed Tactical [Rollout] Plan and proposed Schedule milestones for the upcoming TWO calendar quarters and any other schedule changes proposed, with the intent to obtain concurrence to proposed changes IAW the objectives delineated in paragraph 4.a above. The NMCI PMs and customer commands may exercise latitude as necessary to accomplish the required reviews in the time allotted. However reviews should generally be conducted in a hierarchical fashion starting with the Site, then the Region, and finally the Enterprise. This ensures proper coordination with EDS Site-, Regional- and Deployment managers. Reviews are conducted through the following steps:

1) Site Level Review. The EDS Site Manager reviews the proposed Tactical Rollout Plan and Schedule milestones [AOR Begins and Cutover Begins] for the upcoming Quarter with the Site customer command CTRs (Navy) or the STOIC (USMC) assigned to the site. The objective of the review is concurrence (and commitment) to the Tactical Rollout Plan seat quotas for the upcoming Quarter, and concurrence with the proposed Schedule milestones for the upcoming Quarter. The Site Team also reviews the Schedule milestones for the Quarter following the upcoming Quarter, and updates the Schedule baselines for that quarter. The Site Team also reviews the Tactical Rollout Plan for the Quarter following the upcoming Quarter in order to facilitate advance planning. The Site Team documents the degree of concurrence attained (full concurrence, concurrence with changes annotated and any areas where concurrence was not achieved) and forwards the results for Regional Review.

2) Regional Review. The EDS Regional Manager and the RIL (Navy) or RCOR (USMC) [as appropriate] review proposed Tactical Rollout Plan and Schedule milestones [AOR Begins and Cutover Begins] for the upcoming Quarter. The objective of the review is concurrence (and commitment) to the Tactical Rollout Plan seat quotas for the upcoming Quarter, and concurrence with the proposed Schedule milestones for the upcoming Quarter. The Regional Team also reviews the Schedule milestones for the Quarter following the upcoming Quarter, and updates the Schedule baselines for that quarter. The Regional Team also reviews the Tactical Rollout Plan for the Quarter following the upcoming Quarter in order to facilitate advance planning. In addition, the Regional Review seeks to resolve any areas where the Site Team failed to reach agreement. Echelon 2 CIOs may be brought into the Regional Review when necessary to assist in issue resolution.

3) Echelon 2 / Major Command Review. The Echelon 2 / Major Command review is conducted by the EDS claimant managers, Navy CPMs, affected Navy Echelon 2 CIOs, the USMC PM, and the Marine Corps Major Command Transition OICs (MCTOIC). The Echelon 2 / Major Command teams review proposed Tactical Rollout Plan and Schedule milestones [AOR Begins and Cutover Begins] for the upcoming Quarter. The objective of the review is concurrence (and commitment) to the Tactical Rollout Plan seat quotas for the upcoming Quarter, and concurrence with the proposed Schedule milestones for the upcoming Quarter. The Site Team also reviews the Schedule milestones for the Quarter following the upcoming Quarter, and updates the Schedule baselines for that quarter. The Echelon 2 / Major Command

Attachment 1

### NMCI Schedule Change Management Process

Team also reviews the Tactical Rollout Plan for the Quarter following the upcoming Quarter in order to facilitate advance planning. Normally this will be the final step in the review process.

4) Enterprise Review (as required). Any proposed Schedule Changes for which concurrence could not be achieved will automatically be escalated to the SCCB co-chairs at Q – 17 days. The SCCB co-chairs will coordinate with the appropriate Echelon 2 (or higher) Navy Commander and HQMC C4 to resolve the proposed changes.

d. Q – 17 Days. Navy and USMC PM Offices, in coordination with the customer commands, will capture all the Schedule Changes agreed to by all parties at the conclusion of the quarterly review using the template provided by EDS; and forward the consolidated inputs to the EDS EPMO.

e. Q – 12 Days. EDS updates the baseline dates for Schedule Projects as required to reflect the Schedule Changes agreed to by all parties.

f. Q – 6 Days. Navy and USMC PMs verify that Schedule Project baselines were updated correctly in accordance with the consolidated inputs provided to EDS on Q – 17 days.

The Table below summarizes the stakeholders at each level of the Quarterly Schedule CM Review process.

Level	Approvals Required			Inputs Recorded By
	EDS Staff	Navy	USMC	
Site	Site Manager Site Transition Manager	Customer Command CTR(s)	Site Transition OIC	Schedule Chg Control Form (see para 4.a)
Region	Regional Manager	Regional Integration Lead	Regional Contracting Officer's Rep	Schedule Chg Control Form (see para 4.a)
Echelon 2	Claimant Manager	CPM	Major Command Transition OIC	Schedule Chg Control Form (see para 4.a)
Enterprise	NMCI Client Executive NMCI Deployment Executive	Echelon 2 Commanders Director NMCI	HQ C4 Director NMCI	EDS Analyst Team

5. Provisions for "Out-of-Cycle" Schedule Changes. The Schedule CM rules by design are intended to discourage "Out of Cycle" requests for Schedule Changes for the following reasons.

a. The SCCB process manages baseline Cutover Start dates and baseline rollout plans for the upcoming quarter. Current (vice baseline) Cutover Start dates and rollout plans can still be adjusted by EDS Site Managers throughout the quarter as conditions dictate.

b. Updating schedule baselines once each quarter provides a basis for objectively measuring actual performance against plan throughout the entire calendar quarter.

c. Formal schedule reviews take time. By restricting schedule changes to a 2-week window prior to each quarter, all parties can focus on schedule execution throughout the remainder of the quarterly cycle.

d. Procedure. Out-of-cycle requests do not support the fundamental objectives of the quarterly Schedule CM process. However, if unforeseen and extraordinary circumstances arise that warrant a significant change to the NMCI schedule between quarterly review cycles; the following procedures may be invoked:

1) Out-of-Cycle requests for changes to NMCI Schedules shall only be invoked for significant changes involving large or extremely critical sites; and significant changes to schedule dates.

### **NMCI Schedule Change Management Process**

2) Out-of-Cycle requests may only be originated by Echelon 2 (or higher) Commanders [Navy], HQMC C4 Flag [USMC] the EDS NMCI Enterprise Program Manager.

3) Out-of-cycle requests will be forwarded to the Enterprise Schedule Manager [ESM]. The ESM will distribute the request to all appropriate SCCB members for input, and will forward the request to the SCCB co-chairs for a decision.

4) The ESM will ensure that the decision of the SCCB co-chairs is documented and provided to all concerned.

[Note - Out-of-cycle schedule CM procedures will be modified after formal policy on NMCI Execution discipline is promulgated.]

6. Schedule Process Flow Chart. Attachment 2 shows the process flow for the Quarterly Schedule Change Management process. The process flow also shows the path for escalation and resolution of unresolved issues pertaining to proposed schedule changes.

**NMCI Schedule Change Management Process**

RECORD NBR	CITY	ST	SITE	NAVY MARINE	CLAIMANT COMMAND	UIC	UIC ACTIVITY	BASLINE AOR DT	BASLINE TARGET CUTOVER DT	CURRENT AOR DT	CURRENT TARGET CUTOVER DT	ORDER NBR	TASK NBR	ECONOMY STATUS	ECOM SEAT RTY	UNCLAS S SEAT RTY	CLASS SEAT RTY	DUAL SEAT RTY	CUM 30 RTY	DESKTOP REFRESH RTY	ORDER END DT	PROJECT NBR
8311	Quantico	VA	MCB Quantico	M	MEC262	MEC262	BULLE DOLLAR MCAF QUANTICO	24-Mar-03	16-Sep-03	24-Mar-03	04-Nov-03	07170058	MT90	APPROVED	9	9	0	0	0	0	30-Sep-04	353
4788	GREAT LAKES	L	NTIC Great Lakes	N	AULSN	N63499	Navy Council of Personnel Boards	03-Sep-03	03-Nov-03	01-May-03	02-Jan-04	06840070	EXBQ	APPROVED	1	1	0	0	0	1	30-Sep-04	370
8558	Great Lakes	L	NTIC Great Lakes	N	AULSN	N42919		02-Sep-03	03-Nov-03	01-May-03	02-Jan-04	07260002		ACC REVIEW	18	13	5	4	0	0	30-Sep-04	370
6908	Great Lakes	L	NTIC Great Lakes	N	BLPERS	N35406	Navy Band Great Lakes	01-Apr-03	28-Jul-03	01-Apr-03	27-Aug-03	07080080	JBSN	APPROVED	17	17	0	0	0	0	30-Sep-04	370
6909	Great Lakes	L	NTIC Great Lakes	N	BLPERS	N43296	BLPERS On Navy Accession Collection Info Center	01-Apr-03	28-Jul-03	01-Apr-03	27-Aug-03	07080081	JBSM	APPROVED	18	18	0	0	0	0	30-Sep-04	370
5521	GREAT LAKES	L	NTIC Great Lakes	N	OLF	N33287	NCTAMS/NAVIT Great Lakes, IL	31-Mar-03	08-Mar-04	25-Jul-03	11-Dec-03	06960045	H31F	APPROVED	5	5	0	0	0	0	30-Sep-04	370
7974	Great Lakes	L	NTIC Great Lakes	N	OUJ	N00128	Naval Station Great Lakes			01-Apr-03	04-Sep-03	07150018	J303	APPROVED	449	442	7	5	0	0	30-Sep-04	370
7975	Great Lakes	L	NTIC Great Lakes	N	OUJ	N69078	Commander Navy Region North East			01-Apr-03	04-Sep-03	07150059	J365	APPROVED	43	43	0	0	0	0	30-Sep-04	370
6150	Great Lakes	L	NTIC Great Lakes	N	OUJ	N31852	TSO East Del Great Lakes	01-May-03	03-Nov-03	01-May-03	18-Dec-03	07000071	EXBK	APPROVED	8	8	0	0	0	0	30-Sep-04	370
6151	Great Lakes	L	NTIC Great Lakes	N	OUJ	N63369	NLSO NC Del Great Lakes	01-May-03	03-Nov-03	01-May-03	18-Dec-03	07000107	EX7K	APPROVED	20	20	0	0	0	0	30-Sep-04	370
6767	Great Lakes	L	NTIC Great Lakes	N	OPF	N65446	CONSTRUCTION BATT UNIT 401	01-Mar-03	28-Jul-03	03-Mar-03	08-Dec-03	07060013	NMPZ	APPROVED	14	14	0	0	0	0	30-Sep-04	370
6185	Great Lakes	L	NTIC Great Lakes	N	NAVVAIR	N51339	Naval Warfare Center Training Systems Division	01-May-03	30-Jun-03	02-Jun-03	01-Jan-04	07310004	EX5M	APPROVED	2	2	0	0	0	0	30-Sep-04	370
6306	Great Lakes	L	NTIC Great Lakes	N	NAVVAIR	N00019	Naval Air Systems Command Headquarters	01-May-03	30-Jun-03	02-Jun-03	01-Jan-04	07040029	EX5G	APPROVED	2	2	0	0	0	0	30-Sep-04	370
5390	GREAT LAKES	L	NTIC Great Lakes	N	NAVYFAC	N63990	Naval Facilities Engineering Command EPANM	07-Apr-03	29-Jul-03	07-Apr-03	02-Dec-03	06940036	NMYS	APPROVED	74	74	0	0	0	0	30-Sep-04	370
5840	Great Lakes	L	NTIC Great Lakes	N	NAVYFAC	N65113	Public Works Center Great Lakes	07-Apr-03	29-Jul-03	07-Apr-03	02-Dec-03	06970046	FMS3	APPROVED	204	204	0	0	0	0	30-Sep-04	370
4951	GREAT LAKES	L	NTIC Great Lakes	N	NETC	N0580A	SERV SCH COMD GREAT LAKES	01-Apr-03	12-Aug-03	01-Apr-03	04-Sep-03	06880014	JBLD	APPROVED	736	736	0	0	0	0	30-Sep-04	370
4954	GREAT LAKES	L	NTIC Great Lakes	N	NETC	N0763A	CRUIT TRA COMD GREAT LAKES	01-Apr-03	12-Aug-03	01-Apr-03	04-Sep-03	06880016	JBLF	APPROVED	543	543	0	0	0	0	30-Sep-04	370
5515	GREAT LAKES	L	NTIC Great Lakes	N	NETC	N00210	COMINTC GREAT LAKES	01-Apr-03	12-Aug-03	01-Apr-03	04-Sep-03	06900042	JBLN	APPROVED	256	257	1	0	0	0	30-Sep-04	370
6124	Great Lakes	L	NTIC Great Lakes	N	NETC	N63322	NETPOTC PENSACOLA	01-Apr-03	01-Jul-03	01-Apr-03	04-Sep-03	07000057	JBLK	APPROVED	53	53	0	0	10	0	30-Sep-04	370
5426	GREAT LAKES	L	NTIC Great Lakes	N	RESFOR	N81202	NCHB 07 HQ COMPANY	01-Mar-03	29-Jul-03	31-Dec-02	07-Jul-03	06940045	J3KH	APPROVED	26	26	0	0	0	0	30-Sep-04	370
7134	Great Lakes	L	NTIC Great Lakes	N	RESFOR	N66231	NRC Chicago	31-Dec-02	23-Jun-03	31-Dec-02	07-Jul-03	07080176	J3FM	APPROVED	173	169	4	0	0	0	30-Sep-04	370
7135	Great Lakes	L	NTIC Great Lakes	N	RESFOR	N69330	REDCOM MVV	31-Dec-02	23-Jun-03	31-Dec-02	07-Jul-03	07080093	J3FU	APPROVED	76	76	2	0	0	0	30-Sep-04	370
4720	GREAT LAKES	L	NTIC Great Lakes	N	SECORU	N42913	NAVAL SECURITY GROUP GREAT LAKES	15-Jul-03	15-Jul-03	30-Oct-03	05-Dec-03	06790077	EX3R	APPROVED	14	14	0	0	0	0	30-Sep-04	370
8490	Camp Smith	H	MCB Camp HM Smith	N	OUJ	N00038	HQ USMCNCPAC	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	07050018	NMHU	APPROVED	2	1	1	0	0	0	31-Mar-04	377
4724	CAMP SMITH	H	Fort DeRussy	N	OUJ	N39934	APCSS	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	06810003	NMHW	APPROVED	3	0	3	0	0	0	30-Sep-04	377
4725	FORT SHAFTER	H	Tripler Army Medical Center	N	OUJ	N3181B	CGE Tripler	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	06810002	NMHK	APPROVED	1	0	1	0	0	0	30-Sep-04	377
5005	Camp Smith	H	MCB Camp HM Smith	N	OUJ	N31860	TSO PAC HQ - PEARL HARBOR	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	07000068	EX4K	APPROVED	1	1	0	0	0	0	30-Sep-04	377
5006	Camp Smith	H	MCB Camp HM Smith	N	OUJ	N31846	Pearl Harbor	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	07000069	EX4K	APPROVED	1	1	0	0	0	0	30-Sep-04	377
8498	Hickam AFB	H	Hickam AFB	N	OUJ	N00038	HQ USMCNCPAC	31-Dec-02	12-May-03	31-Dec-02	24-Feb-03	07050018	NMHU	APPROVED	2	1	1	0	0	0	30-Sep-04	377
8487	Honolulu	H	MC Pearl Harbor	N	OUJ	N00038	HQ USMCNCPAC	31-Dec-02	12-May-03	31-Dec-02	24-Feb-03	07050018	NMHU	APPROVED	80	2	78	70	0	0	30-Sep-04	377
8499	Fort Shafter	H	Fort Shafter	N	OUJ	N00038	HQ USMCNCPAC	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	07050018	NMHU	APPROVED	6	2	4	4	0	0	30-Sep-04	377
8491	Camp Smith	H	MCB Camp HM Smith	N	OUJ	N00038	HQ USMCNCPAC	31-Dec-02	17-Feb-03	31-Dec-02	24-Feb-03	07050018	NMHU	APPROVED	1343	129	1214	895	0	0	30-Sep-04	377
8410	Kaneche Bay	H	MCBH Kaneche Bay	N	OPF	N09244	VP 2	27-Sep-02	05-Nov-02	27-Sep-02	27-Nov-02	07040050	NMKJ	APPROVED	111	72	39	37	0	0	30-Sep-04	390
8411	Kaneche Bay	H	MCBH Kaneche Bay	N	OPF	N09517	COMPATRECONFORPAC	27-Sep-02	05-Nov-02	27-Sep-02	27-Nov-02	07040051	NMKK	APPROVED	101	57	44	41	0	0	30-Sep-04	390
8412	Kaneche Bay	H	MCBH Kaneche Bay	N	OPF	N09623	VP 4	27-Sep-02	05-Nov-02	27-Sep-02	27-Nov-02	07040052	NMKB	APPROVED	120	80	40	40	0	0	30-Sep-04	390
8413	Kaneche Bay	H	MCBH Kaneche Bay	N	OPF	N09644	VP 9	27-Sep-02	05-Nov-02	27-Sep-02	27-Nov-02	07040053	NMKL	APPROVED	120	80	40	40	0	0	30-Sep-04	390

Sample – Enterprise Transition Plan



**NMCI Schedule Change Management Process**

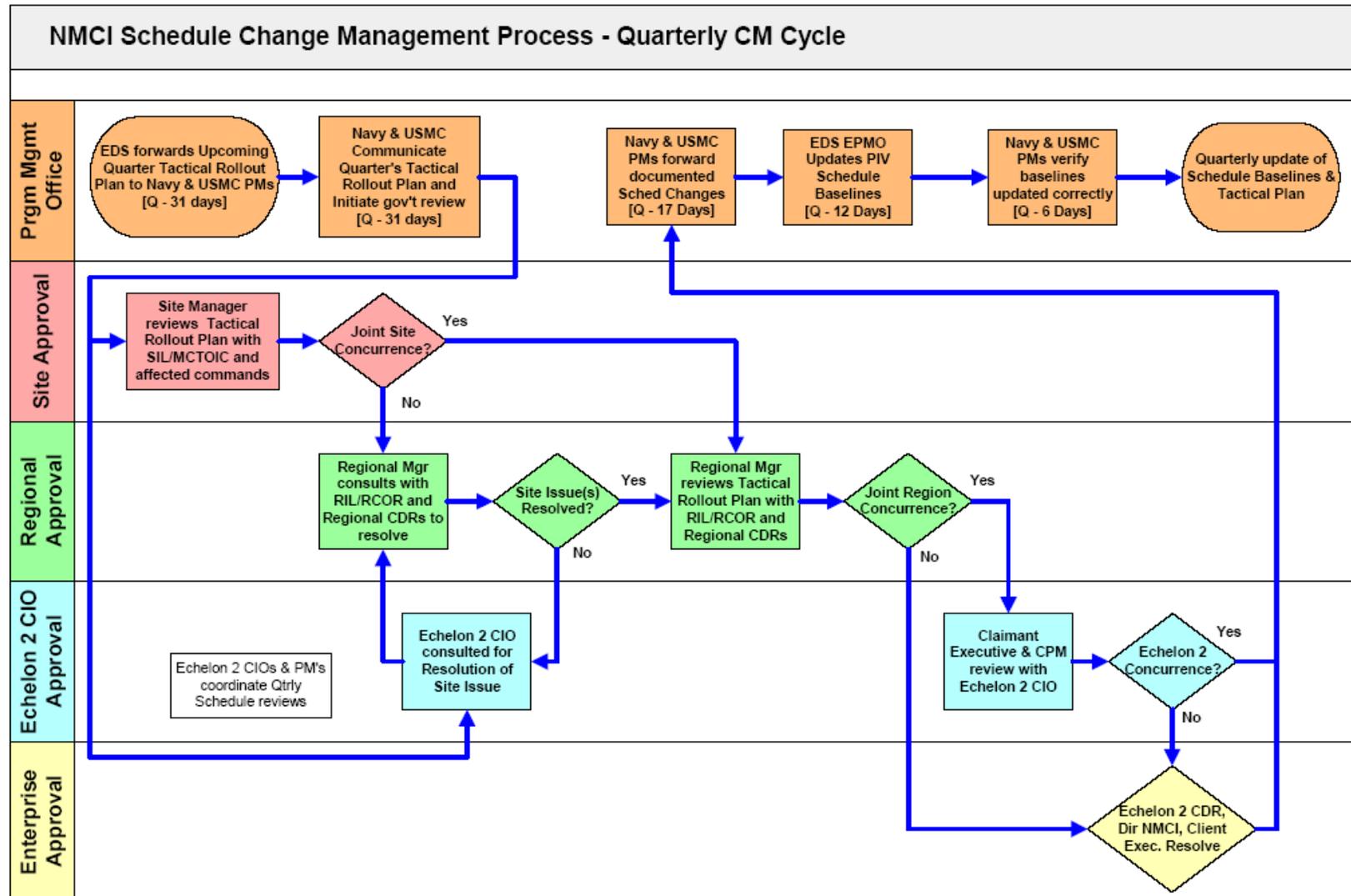
ISF_REGION	SITE	PSI	CITY	ST	CLM_USMC	NM	ProjNo	12/8/2003	12/15/2003	12/22/2
NE	NSWC Dahlgren Div	DLGR	Dahlgren	VA	CLF	N	3023	11		
NE	NSWC Dahlgren Div	DLGR	Dahlgren	VA	CLF	N	4407			
NE	NSWC Dahlgren Div	DLGR	Dahlgren	VA	NAVSEA	N	3018	50	250	
NE	NSWC Dahlgren Div	DLGR	Dahlgren	VA	NETC	N	3013		50	
NE	NSY Portsmouth NH	PTNH	Portsmouth	NH	CLF	N	3595	30		
NE	NSY Portsmouth NH	PTNH	Portsmouth	NH	NAVFAC	N	3597	17		
NE	NTC Great Lakes	GRLK	Great Lakes	IL	AAUSN	N	370			
NE	NTC Great Lakes	GRLK	Great Lakes	IL	CLF	N	370		116	
NE	NTC Great Lakes	GRLK	Great Lakes	IL	CNI	N	370	71		
NE	NTC Great Lakes	GRLK	Great Lakes	IL	CNO	N	370		34	
NE	NTC Great Lakes	GRLK	Great Lakes	IL	CPF	N	370	14		
NE	NTC Great Lakes	GRLK	Great Lakes	IL	NAVAIR	N	370			
NE	NTC Great Lakes	GRLK	Great Lakes	IL	NAVFAC	N	370	60		
NE	NTC Great Lakes	GRLK	Great Lakes	IL	NETC	N	370	128	101	
NE	NTC Great Lakes	GRLK	Great Lakes	IL	SECGRU	N	370	14		
NE	NWS Earle	COLT	Colts Neck	NJ	CLF	N	1942		120	
NE	NWS Earle	COLT	Colts Neck	NJ	CNI	N	1942			
NE	NWS Earle	COLT	Colts Neck	NJ	CNO	N	2990		8	
NE	NWS Earle	COLT	Colts Neck	NJ	NAVFAC	N	1942	60		
NE	NWS Earle	COLT	Colts Neck	NJ	NAVSEA	N	1942		4	
NE	NWS Earle Waterfront	LNRD	Leonardo	NJ	CLF	N	1944			
NE	NWS Earle Waterfront	LNRD	Leonardo	NJ	CNI	N	1944			
NE	NWS Earle Waterfront	LNRD	Leonardo	NJ	NAVFAC	N	1944			
NE	Pentagon	PTGN	Arlington	VA	AAUSN	N	89	43		
NE	Philadelphia Naval Bus Ctr	PNBC	Philadelphia	PA	CLF	N	1706			
NE	Philadelphia Naval Bus Ctr	PNBC	Philadelphia	PA	NAVSEA	N	1706			
NE	Philadelphia Naval Bus Ctr	PNBC	Philadelphia	PA	NAVSEA	N	1706			
NE	US Naval Academy	USNA	Annapolis	MD	CLF	N	3901			
NE	US Naval Academy	USNA	Annapolis	MD	SPAWAR	N	3899			
NE	USNO Washington	NORS	Washington	DC	NMOC	N	3946			

Sample – Tactical Rollout Plan

Tab A to Attachment 1



Navy Marine Corps Intranet (NMCI)  
Schedule Change Control Board (SCCB) Charter



## Appendix E -- Web Links

Visitor information is available at these URL(s):

### SPAWAR

- <http://www.spawar.navy.mil/>

### Official CONUS Per Diem sites

- <http://www.dtic.mil/perdiem/pdrform.html>
- <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

### NMCI

The new Navy Marine Corps Intranet (NMCI) web site, the authoritative government source for NMCI information, is now operational.

- [www.nmci.navy.mil](http://www.nmci.navy.mil)
- [www.nmci.usmc.mil](http://www.nmci.usmc.mil)

### Other NMCI Sites

- [www.eds.com/nmci](http://www.eds.com/nmci)
- [nmci.navair.navy.mil/](http://nmci.navair.navy.mil/)

### Navy Information Security Web Site

- [www.infosec.navy.mil](http://www.infosec.navy.mil)

### NETWARCOM Web Site

- [www.netwarcom.navy.mil](http://www.netwarcom.navy.mil)

### Personnel Locator

- <http://www.navydirect.smartlink.navy.mil>
- <http://www-library.itsi.disa.mil/>

### Others

- Commander Navy Region Southwest <http://www.cnrsw.navy.mil/>
- [www.chinfo.navy.mil/navpalib/bases/navbases.html](http://www.chinfo.navy.mil/navpalib/bases/navbases.html) (List of Navy Bases)
- [www.signonsandiego.com](http://www.signonsandiego.com) ; [www.sdinsider.com](http://www.sdinsider.com) (lists area attractions and restaurants)

The Workstation Countdown Ready is when the users are given guidance on how to prepare their computers and files to undergo migration. The Workstation Countdown Set is when the users create migration folder and move data to the new folder, exporting the Favorites and Bookmarks and mapping network drives. The Workstation Go is when the workstation is installed, and the users are then accessing and downloading the migration folder, open the saved Bookmarks/Favorites, use of new security profiles, and how to submit Request for Assistance.

Transition Documents	Site Link
Workstation Countdown Ready	<a href="http://www.nmci-isf.com/downloads/userinfo/RSG_ReadyGuide.pdf">http://www.nmci-isf.com/downloads/userinfo/RSG_ReadyGuide.pdf</a>
Workstation Countdown Set	<a href="http://www.nmci-isf.com/migration/Set_Guide_WinME.pdf">http://www.nmci-isf.com/migration/Set_Guide_WinME.pdf</a>
Workstation Go	<a href="http://www.nmci-isf.com/downloads/userinfo/RSG_Go_Guide.pdf">http://www.nmci-isf.com/downloads/userinfo/RSG_Go_Guide.pdf</a>

## EDS Web Site

- <http://www.nmci-isf.com/>

NMCI Services (CLINs, User Training, Help Desk):

- <http://www.nmci-isf.com/catalog.htm>

**Transition Information (including information below):**

- <http://www.nmci-isf.com/transition.htm>

Assumption of Responsibility:

- <http://www.nmci-isf.com/transition.htm#AOR>

Preliminary Site Questionnaire:

- <http://www.nmci-isf.com/transition.htm#PSQ>

Government-Furnished Facilities Checklist:

- <http://www.nmci-isf.com/transition.htm#GovCheck>

Site Concurrence Memorandum (SCM):

- <http://www.nmci-isf.com/transition.htm#Site>

Legacy Applications Transition Guide:

- <http://www.nmci-isf.com/transition.htm#Transition>

Legacy Applications Survey/ISF Tools Database:

- <http://www.nmci-isf.com/transition.htm#Legacy>

Classified Legacy Applications Rationalized List Template:

- <http://www.nmci-isf.com/transition.htm#ListTemp>

Legacy Application Pre-Certification:

- <http://www.nmci-isf.com/transition.htm#LAPreCert>

Legacy Application Certification/Validation:

- <http://www.nmci-isf.com/transition.htm#LAC>

Engineering Review Questionnaires:

- <http://www.nmci-isf.com/transition.htm#Engineer>

Unclassified Lab Legacy Application Certification Progress Chart:

- <http://www.nmci-isf.com/transition.htm#ULACPC>

Legacy Microsoft Server Migration Guide:

- <http://www.nmci-isf.com/transition.htm#ServerMigration>

**Employee Transition Process:**

- <http://www.nmci-isf.com/transition.htm#Employee>
- Contractor Ordering Process:
- <http://www.nmci-isf.com/transition.htm#Order>

**Workstation Migration: Ready, Set Go!:**

- <http://www.nmci-isf.com/transition.htm#Migration>

**Remote Access Service: Get Started And Go!:**

- <http://www.nmci-isf.com/transition.htm#RAS>

**Outlook Web Access User's Guide:**

- <http://www.nmci-isf.com/transition.htm#Outlook>

**Making the Transition: Cutover:**

- <http://www.nmci-isf.com/transition.htm#Cutover>

**NMCI Asset Disposal:**

- <http://www.nmci-isf.com/transition.htm#AssetDisposal>

**Straight Talk (E-mail):**

- <http://www.nmci-isf.com/contact.htm>

**Frequency Asked Questions (FAQs):**

- [http://www.eds-gov.com/nmcifaqs/faq\\_general.asp](http://www.eds-gov.com/nmcifaqs/faq_general.asp)

**Customer Satisfaction:**

- [http://www.eds-gov.com/nmci\\_survey/survey\\_gen.asp](http://www.eds-gov.com/nmci_survey/survey_gen.asp)

**Contacts/Feedback Form:**

- <http://www.nmci-isf.com/contact.htm>

**Lessons Learned:**

- [http://www.nmci.navy.mil/Primary\\_Areas/LessonsLearned/Lessons\\_Learned\\_Pre\\_Main\\_Page](http://www.nmci.navy.mil/Primary_Areas/LessonsLearned/Lessons_Learned_Pre_Main_Page)

**Program Executive Office for Information Technology (PEO-IT) Web Site**

- <http://www.peo-it.navy.mil/>

**NMCI Enterprise Tool (NET):**

- <https://128.11.63.205/net/> (copy and paste this link into your browser. Hitting the website from this page results in a “Security Error”)

The NMCI Enterprise Tool (NET) is the DoN single point-of-entry system for the Integrated Order to Delivery (IOD) process. NET captures seat level detail needed by EDS for effective service delivery and government invoice reconciliation.

**SPAWAR Contract/Attachments/Mods:**

- [http://www.nmci.navy.mil/Primary\\_Areas/Contract/Webpages/Index.htm](http://www.nmci.navy.mil/Primary_Areas/Contract/Webpages/Index.htm)

Download NMCI contract, attachments and latest mods

**SSC Charleston's Web Site:**

- <http://sscc.spawar.navy.mil/>

**NMCI Facilities Requirements (NAVFAC):**

- <http://www.efdswww.navfac.navy.mil/05/05I/NMCI.htm>

Includes information on NMCI Facilities Standards and Guidelines, Monthly Reports, Facilities Briefs, etc.

**Naval Network and Space Operations Command (NNSOC) NMCI Web Site:**

- <https://www.nnsoc.navy.mil/> (copy and paste this link into your browser. Hitting the website from this page results in a “Security Error”)

**GSA Advantage**

- [https://www.gsaadvantage.gov/advgsa/main\\_pages/start\\_page.jsp](https://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp)

Excellent web site to obtain market research and pricing for Independent Government Estimates (IGE's) for unpriced CLIN's.

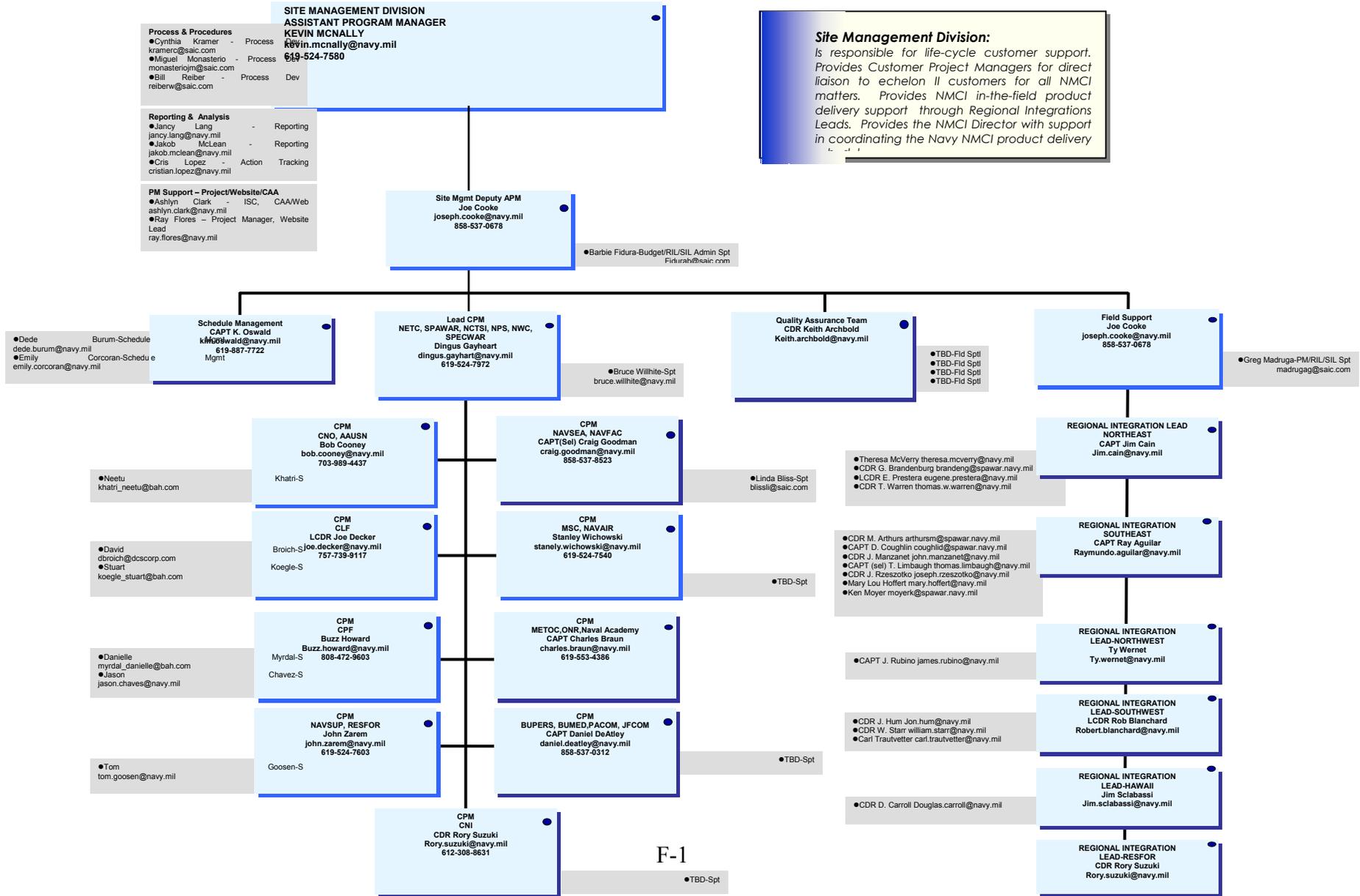
**Marine Corps NMCI Web Site:**

- <http://www.nmciinfo.usmc.mil/>

This is an excellent site for the Marine Corp view of the NMCI Transition Process.

## Appendix F – Site Management Division FY 05 and FY06

### PMW 164-2 NMCI Site Management Division (dtd 04/30/04)



**Site Management Division:**  
 Is responsible for life-cycle customer support. Provides Customer Project Managers for direct liaison to echelon II customers for all NMCI matters. Provides NMCI in-the-field product delivery support through Regional Integrations Leads. Provides the NMCI Director with support in coordinating the Navy NMCI product delivery

### Appendix G – Joint NMCI Transition Checklist

Legend and Contact Information listed at the end of checklist							Version 5.0				
<a href="#">Tailoring instructions for sites with regional server farms</a>			<a href="#">Transition for USMC</a>								
Template v3.03 Unique ID	Gov ID	EVENT	Reco Start day C	Time (calendar date)	Location	Category	Priority	Version	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1551</a>	1	Customer and ISF reach agreement on facilities for warehouse, administration, server farm, Main Distribution Frames (MDF)	-320	-270	ENT	A	I	A	<a href="#">GFF</a>	<a href="#">Facilities ID</a>	-
<a href="#">1550</a>	2	Customer and ISF reach agreement on facilities for Intermediate Distribution Frames (IDF)	-320	-270	ENT	A	I	A	<a href="#">Facilities ID</a>	-	-
<a href="#">Classified 312</a>	3	Identify Government Furnished Equipment (GFE) Type-1COMSEC requirements from the ISF	-240	-240	FAC	A	I	I	<a href="#">GFE</a>		-
<a href="#">1042</a>	4	Survey, design and order long haul circuits to support NMCI requirements.	-240	-240	FAC	A	A	I	<a href="#">Long Haul Circuits</a>	<a href="#">WAN/DISA Planning</a>	-

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (c day C)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">Classified 136</a>	5	Protected Distribution System (PDS) design	-240	-200	ENT	A	A	A	<a href="#">PDS Procedure</a>	<a href="#">Protected Distribution System Naval Message</a>	-
<a href="#">1239</a>	9	Provide Building-to-Seat map to ISF (Build-Out Module in NET)	-240	-180	FAC	I		A	<a href="#">Bldg Seat Map Spreadsheet</a>		-
<a href="#">559, 565</a>	6	Conduct joint PMO and ISF site in-briefs	-180	-180	SP	A		A	<a href="#">Site In-Briefs</a>	<a href="#">Site Preparation</a>	-
<a href="#">555</a>	7	ISF Site Manager assigned	-180	-180	SP	A	I	I	-		
<a href="#">1305</a>	8	Identify transition team	-180	-180	SP		I	A	<a href="#">Establish Government Transition Team</a>		-

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before)	Complete NLT (calendar days before)	Functional Area	EDS	PMO	Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1558</a>	53	Site to provide badging process to EDS	-180	-180	SEC	I		A	<a href="#">Refer to local access and badging procedures</a>		
<a href="#">573</a>	11	Conduct site surveys for LAN/BAN and IA	-170	-160	FAC	A		A	<a href="#">LAN/BAN and IA Surveys</a>	<a href="#">Naval Message IA Actions</a>	
<a href="#">1552</a>	12	Provide ISF with existing operational procedures, processes, SOP and contingency plans, and Disaster Recovery plans	-180	-150	SP	I		A	-	-	-
<a href="#">1193</a>	13	Provide copies of all leases by site that affect NMCI	-180	-150	CON	I		A	<a href="#">Provide copies of leases</a>		-

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1112</a>	14	Provide existing Certification and Accreditation (C&A) documentation to include: -System Security Authorization Agreement (SSAA) -Risk Assessments -Vulnerability Assessments -Risk Mitigation Plans -Security Concept of Operations (CONOPS)	-180	-120	SEC	I		A	<a href="#">Site SSAA</a>		
<a href="#">1381</a>	15	Using local HR support personnel, determine need for VSIP Authority and request to Claimant/Command. Impacted employees are to be notified of status prior to ISF meetings	-180	-150	AHT	I	I	A	<a href="#">ISF Website: Employee Transition Process</a>		-

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1381</a>	16	Using local HR support personnel, determine need for VERA authority and request to ASN (M&RA) via Claimant/Command. Impacted employees are to be notified of status prior to any ISF meetings	-180	-150	AHT	I	I	A	<a href="#">ISF Website: Employee Transition Process</a>	-	
<a href="#">106</a>	19	Verify final Rationalized Application List in the ISF Tools Database. Refer to LATG	-240	-120	HSS	I	I	A	<a href="#">Legacy Apps Reference Links</a>	-	-
-	76	Provide IA Manager and ISSM Contact Information to Global ISSM	-180	-120	SEC	I		A	<a href="#">Naval Message IA Actions</a>	-	-
-	77	Coordinate with NMCI DAA Team to conduct security scans on legacy network	-180	-120	SEC	A		A	<a href="#">Naval Message IA Actions</a>	-	-

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
-	78	Provide IA Letter of Assurance to NETWARCOM (the DAA)	-180	-120	SEC	I		A	<a href="#">IA Letter of Assurance</a>	<a href="#">Naval Message IA Actions</a>	-
-	79	Coordinate with EDS to provide completed ST&E in accordance with Ref. B, enclosure (3) of dtg 021936Z MAY 03 COMNAVNETWARCOM NORFOLK VA.	-180	-120	SEC	A		A	<a href="#">Naval Message IA Actions</a>	-	-
-		Provide Site ISSC/ISSA contact information 120 days prior to Cutover to support communications between the Site ISSM and Site ISSA	-180	-120	SEC	A		I	<a href="#">Naval Message IA Actions</a>	-	-
-	81	Provide site installation and upgrade plans to PMW-161 in time to support technical network assessments.	-180	-120	SEC	A	I	A	<a href="#">Naval Message IA Actions</a>	-	-

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
-	82	Under the direction of the DAA, IATT will coordinate conduct of scans and technical network assessments, including mitigation of major vulnerabilities, leading to a recommendation for IATO/ATO.	-180	-120	SEC	A		A	<a href="#">Naval Message IA Actions</a>	-	-
<a href="#">1405</a>	21	Using local HR support personnel, identify government employees who will be eligible for NMCI employment and provide to PEO-IT/Director NMCI using template spreadsheet	-120	-115	AHT		I (DIR NMCI)	A	<a href="#">ISF Website: Employee Transition Process</a>		
<a href="#">1117</a>	41	PEO-IT/Director NMCI Office forwards approved impacted employee list to ISF HR	-115	-110	AHT	I	A (PEO-IT / Dir. NMCI)		<a href="#">ISF Website: Employee Transition Process</a>		
<a href="#">563</a>	22	Develop the Cultural Change Management Communications Plan	-150	-105	SP	A		I	<a href="#">Change Management Communications Plan</a>	-	-

Legend and Contact Information listed at the end of checklist							Version 5.0				
<a href="#">Tailoring instructions for sites with regional server farms</a>			<a href="#">Tailoring instructions for USMC</a>								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1228</a>	24	ISF HR coordinate with site and local HR to establish date(s) for impacted employee meetings	-110	-105	AHT	A		A	<a href="#">ISF Website: Employee Transition Process</a>	-	
<a href="#">15, 1508</a>	10	Deliver the completed Preliminary Site Questionnaire (PSQ) to the ISF SM (At a minimum, the IT contracts support sections must be completed by this point)	-240	-90	SP	I	I	A	<a href="#">PSQ</a>	-	-
<a href="#">110</a>	29	100% of identified applications (COTS & GOTS) and RFS forms must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date	-180	-90	HSS	I	I	A	<a href="#">Legacy Apps Media Submission</a>	<a href="#">ISF Website: Legacy Applications</a>	<a href="#">ISF Website: Legacy Applications Transition Guide</a>
<a href="#">1120</a>	40	Task Order Awarded	-120	-90	HSS	I	A (ACO)	I	<a href="#">USN Order and Funding</a>		

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1221</a>	25	Identify Navy/Marine Corps White Pages POC(s). Forward POC name to White Pages Management	-105	-90	SP	A		A	<a href="#">White Pages information</a>	<a href="#">NMCI White Pages link</a>	
<a href="#">1202</a>	27	Termination/modification actions to existing contracts in accordance with ISF recommendations using AOR as the effective date	-105	-90	CON			A	<a href="#">Contract and Lease Termination</a>	-	-
<a href="#">1358</a>	28	Obtain ISF Tools and NOIS database access from Echelon II/Major Commands for all appropriate site personnel	-105	-90	SP			A	<a href="#">NOIS</a>	<a href="#">USMC Enterprise Seat Order</a>	<a href="#">USMC Invoice and Payment</a>
<a href="#">1224</a>	31	ISF deliver Site Transition Plan, including the Disaster Recovery Plan, to the site	-90	-75	SP	A	I	I	<a href="#">ISF Transition Plan Template</a>		
<a href="#">593</a>	32	Complete Critical Design Review (CDR) and Customer Design Brief (CDB)	-90	-75	ENT	A	I	I			

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1582</a>	73	Complete seat order entries in NOIS	-120	-105	ENT			A	<a href="#">NOIS</a>	<a href="#">USMC Enterprise Seat Order</a>	<a href="#">USMC Invoice and Payment</a>
<a href="#">1564</a>	74	Provide a map that depicts which EDS personnel are replacing which Gov't personnel (contracted, Gov't service, Marines). Also provide a proposed schedule for replacement	-90	-75	AHT	A	I	I	<a href="#">USMC Personnel Replacement Plan</a>		
<a href="#">131</a>	30	Conduct AOR Readiness Review	-75	-75	SP	A	A	A	<a href="#">USN AOR Readiness Review</a>	<a href="#">USMC AOR Readiness Review</a>	<a href="#">USMC AOR Readiness Review Template</a>
<a href="#">1208, 1219</a>	26	Complete and sign Site Concurrence Memorandum (SCM)	-180	-70	SP	A	I	A	<a href="#">Develop SCM</a>	-	-
<a href="#">1210</a>	33	Provide ISF a Copy of Interim Authority to Operate / Authority to Operate (IATO / ATO) for existing network(s)	-90	-70	ENT	I	A (USMC)	A (USN)	<a href="#">Grant IATO</a>		

Legend and Contact Information listed at the end of checklist							Version 5.0				
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1549</a>	39	Transfer NMCI assets to ISF via DD1149	-75	-65	HSS	A		A	<a href="#">Sign DD1149</a>		
<a href="#">Classified 473</a>	42	Complete the validation and delivery of Type-1 GFE COMSEC	-240	-60	HSS	A	A	A	<a href="#">GFE</a>		
<a href="#">111</a>	35	Provide final UTAM/UTCM/UTPM matching task order to ISF. (USMC: Ensure only applications on the Marine Corps Baseline List are submitted)	-120	-60	ENT	I	I	A	<a href="#">Data Production Process &amp; User-to-CLIN Mapping</a>	-	-
<a href="#">1548</a>	34	Complete server and messaging validation; Server and Mail migration Plan of Action & Milestones (POA&M) review has been conducted and documented issues are resolved with customer	-90	-60	ENT	A		I	-		

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">110</a>	38	100% of identified applications (COTS & GOTS) must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date	-90	-60	HSS	I	I	A	<a href="#">Legacy Apps Media Submission</a>	<a href="#">ISF Website: Legacy Applications</a>	<a href="#">ISF Website: Legacy Applications Transition Guide</a>
<a href="#">1280</a>	43	Map users to group shares, identify and order CLIN 16 requirements	-70	-60	ENT	I		A	<a href="#">Server Data Migration</a>	-	
<a href="#">612</a>	36	Verify Site Warehouse Operational	-60	-60	ENT	A	I	I	-		
<a href="#">1213</a>	37	AOR Begins/ISF assume IT support	-60	-60	ENT	A	I	I	<a href="#">Achieve AOR</a>		
<a href="#">1050</a>	45	Transport Boundary (TB)/cTB & B2 is installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-180	-50	FAC	A	I	I			

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">Server Farm Schedule</a>	44	Verify Server Farm infrastructure equipment delivered	-50	-50	ENT	A		I	<a href="#">ISF Website: GFF</a>	-	
<a href="#">617, 621, 1238, 1496</a>	46	BAN/LAN Infrastructure equipment delivered	-50	-50	HSS	A		I			
<a href="#">1692</a>	47	Obtain Temporary unclassified TB (uTB) IATO. Ready to begin LADRA testing	-50	-48	FAC	I	A	I	<a href="#">Grant IATO</a>		
<a href="#">Classified 99</a>	48	IA Infrastructure Build-Out (To Include Open Secret Storage (OSS), Controlled Access Areas (CAA), Protected Distribution System (PDS))	-180	-45	FAC	A		A	<a href="#">PDS Procedure</a>	<a href="#">Protected Distribution System Naval Message</a>	
<a href="#">Classified 98</a>	49	Obtain classified TB (cTB) IATO/IATC	-50	-40	FAC	I	A	I	<a href="#">Grant IATO</a>	<a href="#">Classified Site Connections</a>	

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1557</a>	50	Establish Customer Cutover Transition Team	-60	-30	SP	I		A	<a href="#">Cutover Transition Team</a>		
<a href="#">1261</a>	51	Demonstrate reach back solution established for NMCI users to their legacy networks	-60	-30	ENT	A		A	-		
<a href="#">1211</a>	75	Completion of impacted personnel, including EDS job offers	-60	-30	AHT	A	I	I	<a href="#">ISF Website: Employee Transition Process</a>		
<a href="#">1433</a>	52	Demonstrate connectivity to the NOC	-30	-30	ENT	A		I	-		
<a href="#">Server Farm Schedule</a>	54	Unclassified Server Farm (uSF) installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-48	-18	FAC	A	I	I	<a href="#">Unclassified Site Connections</a>		

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">Server Farm Schedule</a>	55	Obtain Temporary uSF IATO	-18	-16	FAC	I	A	I	<a href="#">Unclassified Site Connections</a>	<a href="#">Grant IATO</a>	
<a href="#">717</a>	58	Base Infrastructure Operational (BIO) complete	-120	-15	ENT	A		I	-		
<a href="#">1309</a>	56	Finalize detailed, phased Cutover Plan	-30	-15	SP	A	I	A	-		
<a href="#">1559</a>	57	Produce signed Printer Deployment Plan	-30	-15	SP	A		A			
<a href="#">655</a>	59	Demonstrate Server Farm operational	-15	-15	ENT	A	I	I			
<a href="#">141</a>	60	Conduct Cutover Readiness Review	-14	-14	SP	A	A	A	<a href="#">Cutover Readiness Review</a>	<a href="#">Pre-Deployment Checklist</a>	

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">Server Farm Schedule</a>	61	Classified Server Farm (cSF) installed. ST&E scan (ISF & Govt) complete and package submitted to SPAWAR PMW 161	-40	-10	FAC	A	A	I	<a href="#">Classified Site Connections</a>		
<a href="#">1243</a>	62	Begin Legacy Data Migration	-7	-7	ENT	A		A	<a href="#">Legacy Microsoft Server Migration Guide</a>		
<a href="#">1570</a>	64	LADRA Testing Complete. Refer to Legacy Applications Transition Guide (LATG)	-60	-5	HSS	A	I	A	<a href="#">Quarantine Testing Criteria</a>	<a href="#">ISF Website: Legacy Applications Transition Guide</a>	
<a href="#">1413</a>	63	Establish Quarantine Plan	-30	-5	SP	A	I	A	<a href="#">Quarantine Reduction</a>		
<a href="#">1696</a>	65	Obtain Full IATO for uSF so unclassified seats can roll	-18	-2	FAC	I	A	I	<a href="#">Unclassified Site Connections</a>	-	

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">Server Farm Schedule</a>	66	Obtain Full IATO for cSF so classified seats can roll	-10	-2	FAC	I	A	I	<a href="#">Classified Site Connections</a>	-	
<a href="#">1268</a>	67	Ready/Set/Go Process implemented	-30	0	SP	I		A	<a href="#">Ready, Set, Go Documents</a>	<a href="#">Deployment Quality Control Checklist</a>	-
<a href="#">143</a>	68	NMCI cutover begins (Operations)	0	0	ENT	A	I	A	<a href="#">Deployment Instructions and Checklist</a>	<a href="#">Seat Acceptance Checklist</a>	
<a href="#">1563</a>	17	Govt and ISF should arrange for equipment lease termination by 60 days after AOR begins (AOR +60)	-30	0	CON	A	I	A	<a href="#">USN Detailed Actions</a>		
<a href="#">1560</a>	69	Remove non-NMCI, non-quarantined legacy seats. These legacy seats should be removed within 48 hours after the seat is Cutover	0	2	ENT	A	I	A	<a href="#">Removal of Non-Quarantined, Non-NMCI seats</a>		
<a href="#">1561</a>	70	PKI Certification	-14	30	SEC	A		A	-		

Legend and Contact Information listed at the end of checklist						Version 5.0					
Tailoring instructions for sites with regional server farms			Tailoring instructions for USMC								
Template v3.03 Unique ID	Gov ID	EVENT Summary of Changes	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	EDS	Gov PMO	Gov Customer	REFERENCE DOCUMENTATION LINK A	REFERENCE DOCUMENTATION LINK B	REFERENCE DOCUMENTATION LINK C
<a href="#">1562</a>	71	RAS Training Available	-14	30	AHT	A		I	<a href="#">Remote Access Service</a>		
<a href="#">1324</a>	72	Conduct NMCI User Training	-10	30	AHT	A		A	<a href="#">NMCI User Info</a>	-	-

**LEGEND**

Functional Areas

**SP** = Strategic Planning

**ENT** = Enterprise

**FAC** = Facilities

**HSS** = Hardware/Software/Service

**CON** = Contracts

**SEC** = Security

**AHT** = Administration (HR/Training)

---

Events with a **RED Gov ID** are AOR Criteria identified by the Director NMCI

Events with a **GREEN Gov ID** are USMC unique events.

Events with a **BLUE Gov ID** are Navy unique events.

---

ISF | Gov PMO | Gov Customer columns:

**A** = Action

**I** = Information

---

Complete NLT and Recommended Start days are listed in calendar days, not work days

---