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Date: 9-7-85

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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-6000

NETWORKS AND INFORMATION  
INTEGRATION

26 August 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, OPERATIONAL TEST AND  
EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND  
EVALUATION  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTOR, JOINT STAFF  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Information Support Plan (ISP) Acquisition Streamlining Pilot Program

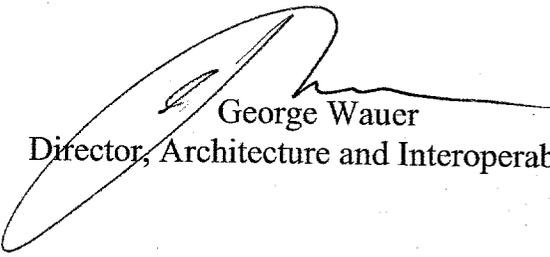
The Information Support Plan (ISP) process is defined in Department of Defense (DoD) Instruction 4630.8. The attached Pilot ISP Program will be offered to Program Managers on a voluntary basis effective immediately.

The Pilot Program is designed to improve the ISP process by reducing the number of OSD-level reviews, streamlining the ISP waiver process, and providing a tailored ISP option for ACAT II, III and non-ACAT programs. Program Managers will be encouraged to use this Pilot Program for all future ISPs but may choose to use the existing process in DoD Instruction 4630.8 if they desire. Components should align their ISP processes to accommodate the attached changes.

The Pilot Program is the result of a review under the DoD's Business Initiative Council: AM-45, Streamline the Automated Information System (AIS) Review Process. Within one year, successful elements of the pilot program will



be incorporated into DoD Instruction 4630.8. You comments and recommendations are welcomed during this time-frame. POC for this action is Paul Szabados, (703) 607-0246, paul.szabados@osd.mil.



George Wauer  
Director, Architecture and Interoperability

Attachment AS

## Attachment

### **Information Support Plan (ISP) Process Pilot Program**

#### **1. PURPOSE:**

The Information Support Plan (ISP) process is defined in DoD Instruction 4630.8. The ISP Pilot Program is designed to improve the ISP process by reducing the number of OSD-level reviews, streamlining the ISP waiver process, changing the Acquisition Strategy requirements, and providing a new tailored ISP option for ACAT II, III and non-ACAT programs. The goal is to save time and resources while retaining the value of an ISP.

Second, the ISP Pilot Program does a better job of aligning the ISP development to the acquisition life-cycle. The goal here is utilitarian in that it allows Program Managers to make use of the ISP analysis and findings in the actual development process in addition to the traditional ISP role for acquisition decision authorities.

The ISP Pilot Program does not change the physical format or content of the ISP other than for the new Tailored ISP. The Pilot ISP Program will be offered to Program Managers on a voluntary basis. Programs may choose the original ISP process as defined in DoD Instruction 4630.8 and the Defense Acquisition Guidebook (<http://akss.dau.mil/DAG>).

Program Managers are encouraged to use this Pilot Program for all future ISPs. Components should align their ISP processes to accommodate these changes. The changes are summarized below and detailed in the following paragraphs.

- Streamlines the review process by requiring a 30 day review at selected points during the acquisition process vice the current three stages of review at each program milestone
- Implements a more efficient ISP waiver process that allows email coordination of the waiver request.
- Eliminates the requirement to enter ISP data into the Acquisition Strategy Report (ASR) and adds a requirement to brief unresolved critical ISP issues at IIPTs / OIPTs for the benefit of the milestone decision authorities.
- Provides a Tailored ISP content and process for lower ACAT and non-ACAT programs.

## 2. ISP Pilot Program Review Process.

Figure 1, "ISP Submission Timeline", illustrates when ISPs must be submitted to the Joint C4I Program Assessment Tool - E (JCPAT-E) tool (<https://jcpat.ncr.disa.mil/jecoweb.nsf/c4isp?OpenPage>) for review in relationship to the acquisition and JCIDS processes. It shows when ISP reviews occur and the activities associated with each review. All OSD level ISP reviews will be thirty calendar days with the exception of the final acceptance review by the J2 and J6 which will last 10 days. There are four ISP versions (an initial ISP, a revised ISP, a final ISP of record, and an updated ISP). Reviews will occur at the following times and with the following content emphasis:

- An initial ISP is an ISP version with a review completed prior to MS B; the content emphasizes the functional design and the operational architecture views. The JS (J2/J6) will issue comments on the plan that need to be addressed in the next version.
- A revised ISP is an ISP version with the OSD-level review completed prior to Critical Design Review (CDR) (programs with multiple CDRs should coordinate this submission with ASD(NII)/DoD CIO); the content emphasis is on the system design, system architecture views, and technical architecture views and their relationship to the operational architecture views. The JS (J2/J6) will issue comments on the ISP that need to be addressed in the ISP of record.
- A final ISP of record is an ISP version with a final acceptance review completed prior to MS C. After the review, an additional 10 day final acceptance review by J2 and J6 is completed prior to MS C. The purpose of this acceptance review will be to issue intelligence and supportability certifications as required in Chairman Joint Chief of Staff Instructions (CJCSIs) 3312.01 and 6212.01D. Upon Joint Staff J2 and J6 certification, the final Component approved ISP will then be submitted to JCPAT-E as the ISP of record.
- An updated ISP can be of two types: (1) an ISP version submitted to update the Final ISP of record which can be submitted to JCPAT-E as the new ISP of record at anytime by the PM and requires no reviews, or (2) an updated ISP version that be provided for the next increment or program upgrade beyond MS C. In this case if there are milestones the ISP will be revised at MS B, CDR and MS C as shown above. If it is a single MS upgrade such as a software revision for an IT system then a single OSD-level review and a JS acceptance review is required.
- Each submission after the initial ISP OSD-level review will include a copy of the comment matrix from the previous review, annotated with the program's responses to the comments.

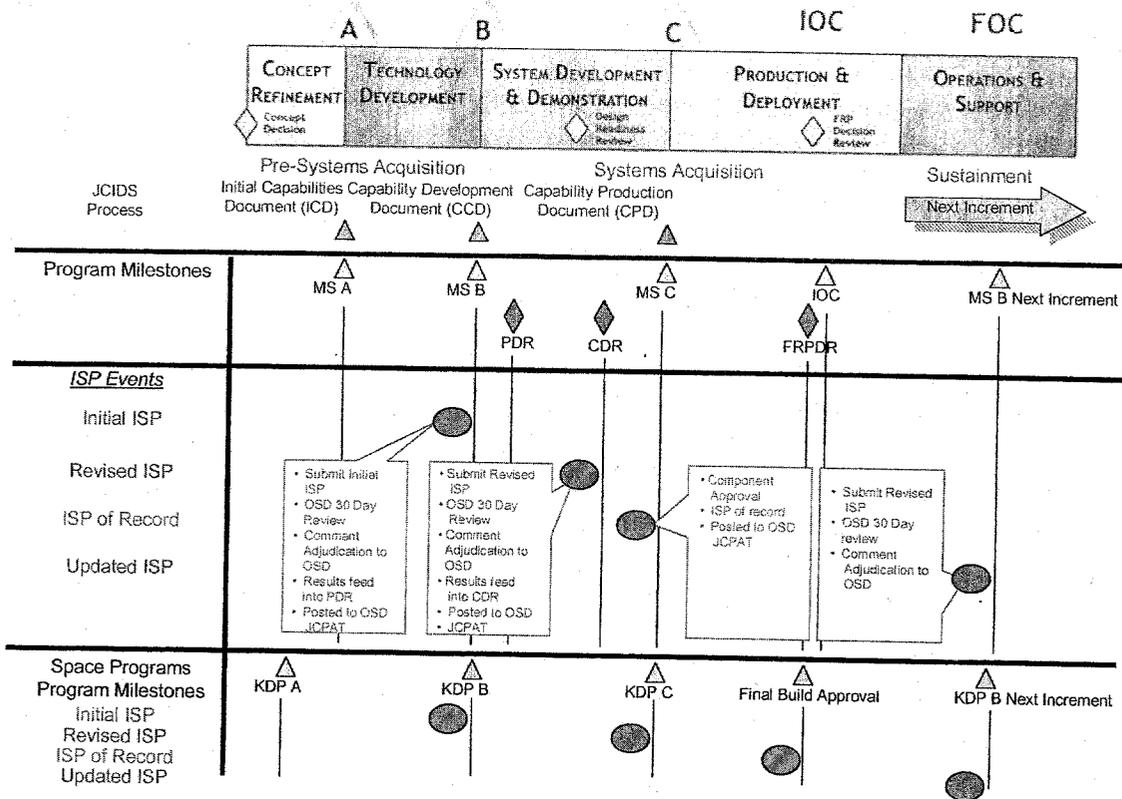


Figure 1. ISP Submission Timeline

Additional process details follow for each plan version:

- Initial ISP, prior to Milestone B: An initial ISP shall be developed by the PM and submitted to ASD(NII)/DoD CIO via the JCPAT-E in sufficient time to permit completion of the review prior to the decision review and in time for the Program Manager to brief out the IIPT. The PM should coordinate responses to the comments with each reviewer during the comment adjudication process. Responses to 'critical' IT support, interoperability or net-centric issues that have been raised during the review shall be briefed at the Milestone B IIPT by the PM. Document structure issues shall not be briefed. A completed comment resolution matrix must be submitted to JCPAT-E prior to MS B.
- Revised ISP, prior to Critical Design Review (CDR) or an equivalent event to CDR, a revised ISP shall be developed by the PM and submitted to ASD (NII)/DoD CIO via the JCPAT-E in sufficient time

to permit completion of the 30 day review prior to CDR. The PM should coordinate responses to the comments with each reviewer during the comment adjudication process. A completed comment resolution matrix must be submitted to JCPAT-E prior to CDR. The PM is encouraged to use the results from the ISP analysis and review in the CDR.

- Final ISP of Record, prior to Milestone C: Prior to submission of the final ISP of record, the PM shall submit a final draft of the program's ISP of record to ASD(NII)/DoD CIO via JCPAT-E for a 10 day final acceptance review by J2 and J6. Upon acceptance by J2 and J6 the PM will obtain component approval (signed) and submit the ISP of Record to JCPAT-E for posting in the document repository. There is no DoD-level review of the ISP of record. The PM should use the final plan in his production decisions. The Joint Interoperability Test Command (JITC) will use the final component approved plan in its Interoperability certification for the JS (J6) per CJCSI 6212.01D. An ISP must be completed prior to this certification.
- Updated ISP, at further major system increments: An update may be submitted at anytime by a Program Manager. If a milestone is involved in the update, the process for Milestone B (initial ISP), CDR (revised ISP) and Milestone C (final ISP of record) will be repeated for each major acquisition increment (upgrade) unless it is a single milestone event such as software version update. In this case only a single review is required of a revised ISP.

Failure to complete the ISP process in a timely manner may result in non-concur to proceed by the ASD(NII)/DoD CIO at MS B, MS C, or future incremental decisions.

The ASD(NII)/DoD CIO conducts the DoD-wide reviews described above for all ACAT I (1D and 1C), IA (IAM, and IAC) acquisition programs, and ISPs for other acquisition programs in which ASD(NII)/DoD CIO has listed as special interest. The DoD Components shall manage the reviews of all ISPs within their Component organization.

The DoD Components shall provide copies of all final ISPs of record to the JCPAT-E document repository for all ACAT and non-ACAT programs. This will become an item of interest at the DoD CIO Executive Board.

Space programs under the DSAB shall follow National Space Policy 03-01 and the following review cycle: (See Figure 1 bottom) For Key Decision Point (KDP)-B, complete an initial ISP and provide to ASD(NII)/DoD CIO (using JCPAT) for a single 30 day DoD-level review. Issues from the review and the

ISP will be used in the PDR. Complete a revised ISP for a single 30 day DoD-level review NLT the start of the IPAT for KDP C. Issues from the review and the revised ISP will be used in the CDR. An ISP of Record is due to ASD (NII)/DoD CIO no later than Build Approval; this version of the ISP is the document of record for the program and is entered into the ASD (NII) document repository (JCPAT-E). At upgrade decisions a revised ISP will be submitted for a 30 day DoD-level review and a final ISP prior to the upgrade build approval. Space program ISPs shall be submitted using JCPAT-E for formal review and entry into the ASD(NII)/DoD CIO JCPAT-E document repository

### **3. ISP Pilot Program Waiver Process.**

The requirement for an ISP may be waived when the JCIDS process or JS J6 analysis has determined that the NR-KPP or I-KPP are not needed; a JCIDS document is not required; or the program does not meet any of the criteria identified in paragraphs 2.2.2, 2.2.3 and 2.2.4 of DoD 4630.8.

Waiver requirements apply to all ACAT and non-ACAT ISPs. Each component shall have an ISP waiver approval process. Waiver requests shall be sent via email to ASD(NII)/DoD CIO by the appropriate component Action Officer for coordination prior to MDA approval. The waiver information will include: the program's name, the next milestone, the capability (ies) the program provides, list any external information and related connectivity, and the rationale for the waiver. ASD(NII)/DoD CIO will respond to the waiver request via e-mail with concur or non-concur. This recommendation will be forwarded to the MDA for final approval.

Upon final approval by the MDA, the Component will provide a copy of the approved waiver package electronically to the ASD(NII)/DoD CIO ISP POCs (see paragraph 8 below).

### **4. ISP Pilot Program Acquisition Strategy and Briefing Requirements.**

A summary of the critical ISP issues and resolutions is no longer required to be included in the program's Acquisition Strategy Report. Instead, the Program Manager will be required to brief the critical ISP issues pertaining to IT supportability or inconsistency with DoD IT policy at the MS B and C IIPTs, and, when determined by the IIPT/OIPT, at OIPTs and DABs. Critical issues that strictly deal with ISP document or structure will not be briefed.

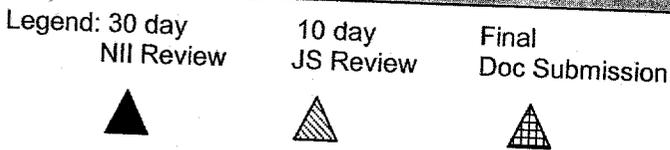
### **5. ISP Pilot Program Tailored ISP**

ACAT II and below as well as Non-ACAT programs may tailor the content of their ISP upon JS (J6) approval. At a minimum, the tailored plan will provide an explanation of the program's Concept of Operations (CONOPS) and will provide IT supportability analysis of the CONOPS. Additionally, the following set

of integrated architecture views is required: an AV-1, OV-1(optional), OV-5, OV-6c (optional), SV-1 (optional), SV-5, SV-6 and TV-1. The program manager will ask the JS (J6) what optional architecture views will be required via email. The JS (J6) will determine if optional views are required. For programs not designated "ISP Special Interest" by ASD(NII)/DoD CIO, the component will obtain from the JS a final decision on the details of the tailored plan subject to the minimums above and any special needs identified by the JS (J2 and J6) for the supportability/interoperability certification processes required by CJCSI 3312.01 and CJCSI 6212.01D. The final Component approved plan will be submitted to ASD(NII)/DoD CIO ISP document repository (via JCPAT-E).

## 6. ISP Pilot Program Implementation Guidance.

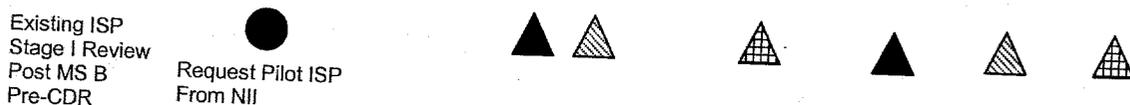
Entry into this pilot process is based on a current Command, Control, Communications, Computers and Intelligence Support Plan (C4ISP) and ISP status. The program's PM may request by email to one of the ASD(NII)/DoD CIO ISP POCs (see paragraph 8 below) that the program be included as a pilot program. ASD(NII)/DoD CIO will concur/non-concur with the request by email. Upon concurrence, the program will be entered into this pilot program. If a non-concurrence is given, the program will follow the process in DoD Instruction 4630.8. ASD(NII)/DoD CIO's goal is to do all future ISPs in this or a revised version of the pilot program's process. Below are the various requirements contingent on the milestone status in the acquisition process.



If the program has no existing C4ISP/ISP and is pre-MS B:



If the program has an existing ISP, Stage I review has been completed, and the program is post-MS B but pre-CDR:



If the program has an existing ISP, Stage II review has been completed, the program is post-CDR, pre-MS C:



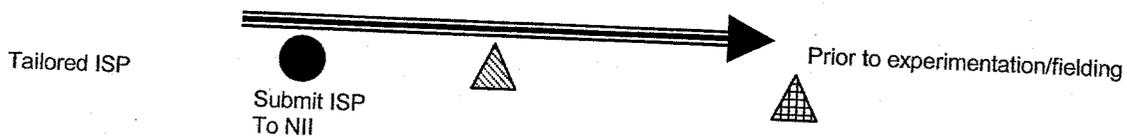
If the program has an existing C4ISP/ISP and is post-MS C and the ISP update is associated with an incremental upgrade:



If the program is just updating an existing C4ISP/ISP and the ISP update is not associated with any milestones:



For Tailored ISPs submit to the Joint Staff for review and put the final document into the JCPAT-E ISP repository prior to experimentation conduct or fielding.



## 7. Other General Guidance

C4ISPs are still acceptable but not encouraged when a program is still under an Operational Requirements Document (ORD) and the JROC has agreed to retain the ORD.

ISPs that are classified above "Secret" are not processed via JCPAT-E. Instructions for review, PM responses, and archiving are handled on a case-by-case basis through the ASD(NII)/DoD CIO ISP point-of-contact (see paragraph 8 below).

Components may request from ASD(NII)/ DoD CIO concurrence to develop ISPs that cover multiple related programs (i.e., vice one for each program) when circumstances indicate that this approach is beneficial. This approach would be warranted when it would result in more efficient use of

resources or improved analysis. Example approaches include: adding an annex or addendum to an existing plan or by combining two or more related programs that support common processes in a single plan.

Mid-cycle updates to C4ISPs and ISPs are encouraged but may be subject to OSD/Joint Staff level review on a case-by-case basis. Most mid-cycle submissions will be final ISP's of record and will not have OSD-level reviews. These should be submitted to JCPAT-E and noted as mid-cycle submissions.

**8. ASD(NII) ISP Points-of-Contact (POCs):**

Mr. Paul Szabados (Land, Space, Intelligence), (703) 607-0246  
paul.szabados@osd.mil

Mr. Carl Little (Air, Precision Guided Munitions, C2), (703) 607-0510  
carl.little@osd.mil

Mr. Roger Thorstenson (Maritime/Missile Defense), (703) 607-0506  
roger.thorstenson@osd.mil

Mr. Bill Barlow (Information Technology Systems), (703) 607-0490  
william.barlow@osd.mil.

**9. Pilot Program Suggestions:** ISP pilot program suggestions and recommended changes are welcomed and should be submitted by email to one of the ISP POCs above.