

APPENDIX B

Definitions and Acronyms

Acquisition Program.

A directed, funded effort that is designed to provide a new, improved, or continuing weapons system or automated information system (AIS) capability in response to a validated operational need. Acquisition programs are divided into categories (ACATS), which are established to facilitate decentralized decision-making and execution and compliance with statutory requirements.

Acquisition Program Baseline (APB).

Established to document the cost, schedule, and performance objectives and thresholds of that program beginning at program initiation. Performance shall include supportability and, as applicable, environmental requirements.

Automated Information System (AIS).

A combination of computer hardware and software, data, or telecommunications, that performs functions such as collecting, processing, transmitting, and displaying information. Excluded are computer resources, both hardware and software, that are: physically part of, dedicated to, or essential in real time to the mission performance of weapon systems.

Acquisition Strategy (AS).

Documents the appropriate planning process and provides a comprehensive

approach for achieving goals established in materiel requirements. It serves as a principal long-range document, charting the course of a major acquisition program over its life-cycle.

Business Process Analysis.

A systematic, disciplined improvement approach that critically examines, rethinks, and redesigns mission-delivery processes in order to achieve dramatic improvements in performance in areas important to customers and stakeholders.

Commercial Off-The-Shelf (COTS) Software.

Software developed at private expense, marketed commercially to military and non-military agencies. Available for immediate use without code modification.

Defense Acquisition Deskbook.

The Defense Acquisition Deskbook is an automated repository of information that consists of an electronic Desk Reference Set, a Tool Catalog, and a Forum for the exchange of information. The Reference Set organizes information into two main categories: mandatory guidance and discretionary information.

Exit Criteria.

AIS-specific demonstrable results, established at each milestone approval,

which must be attained prior to completion of the next LCM phase. Exit criteria include minimum accomplishments required by policy and are specific to each phase. Exit criteria are essential to Milestone approval to begin subsequent LCM actions.

Facility Support Systems.

A system containing Information Technology components and/or services whose primary purpose is to control mechanical support apparatuses rather than to support a USACE Corporate business process. Some examples include: intrusion detection systems; energy monitoring and control systems; utility control systems; heating, ventilation and air conditioning systems; fire alarm and detection systems; box conveyor systems; nurse call systems in hospitals; and electrical and mechanical systems such as elevator controls and lock performance monitoring systems. Although the FAR may apply to facility support system acquisitions, these systems do not qualify as AIS for the purposes of this regulation.

Full Costs.

The term "full costs," when applied to the expenses incurred in the operation of an information processing service organization (IPSO), is comprised of all direct, indirect, general, and administrative costs incurred in the operation of an IPSO. These costs include, but are not limited to, personnel, equipment, software, supplies, contracted services from private sector providers, space occupancy, intra-agency services from within the agency, interagency services from other Federal agencies, other

services that are provided by state and local governments, and Judicial and Legislative branch organizations.

Functional Proponent (FP).

The staff element, Command, or agency designated by the MDA to serve as proponent for the functional requirements of the AIS. USACE is the FP for all Army-wide systems supporting these business classes: Manage Civil Works Program, Acquire Facilities, Maintain Facilities, and Manage Facilities Disposition. (For USACE-wide or FOA-wide systems, USACE directorates are the designated FP by business process).

Human Systems Integration (HSI).

A comprehensive management and technical strategy to ensure that human performance, the burden the design imposes on manpower, personnel, and training, and safety and health aspects are considered throughout the system design and development processes.

Information.

Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Information Management.

The planning, budgeting, manipulating, and controlling of information throughout its life cycle.

Information Resources.

Includes both government information and information technology.

Information Resources Management (IRM).

The process of managing information resources to accomplish agency missions. The term encompasses both information itself and the related resources, such as personnel, equipment, funds, and information technology.

Information System (IS).

A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.

Information System Life Cycle.

The phases through which an information system passes i.e.,
Concept Exploration & Definition;
Demonstration & Validation;
Development;
Deployment;
Operations & Support.

Information Technology (IT).

Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software,

firmware and similar procedures, services (including support services), and related resources. Telecommunications and communications equipment and national security systems (NSS) are also included in IT.

IT Programs.

A definition devised to facilitate the reporting and tracking of IT costs in USACE. One of the IT classifications set up for the purpose of entering and tracking IT information and costs in the Information Technology Investment Portfolio System. Such an "IT program" designation is solely for ITIPS cost accounting and other uses and has no direct relationship to Information Systems under this Regulation.

Integrated Concept Team.

An integrated team made up of people from multiple disciplines formed for the purposes of developing operational concepts, developing materiel requirements documents, and resolving other requirements determination issues.

In Process Review (IPR).

Review body for ACAT III and IV Programs. Convened at each formal milestone and at other critical points to evaluate status and make recommendations to the MDA.

Integrated Product and Process Development (IPPD).

A management technique that simultaneously integrates all essential activities through the use of

multidisciplinary teams to optimize the design, manufacturing and supportability processes. IPPD facilitates meeting cost and performance objectives from product concept through production, including field support. One of the key IPPD tenets is multidisciplinary teamwork through integrated product teams (IPTs).

Integrated Product Team (IPT).

A team of representatives from all appropriate functional disciplines working together to build successful and balanced programs, identify and resolve issues, provide recommendations to facilitate sound and timely decisions. IPTs may include members from both Government and industry, including program contractors and sub-contractors. Mandatory procedures for IPTs in the oversight and review process are described in DoD Directive 5000.2-R.

Life-Cycle Cost.

The total project development cost plus operations and support costs over the life of a project.

Life-Cycle Management (LCM).

An analysis and control process which is applied throughout all phases of the life of an AIS or AIS modernization. It bases all programmatic decisions on the anticipated mission-related and economic benefits derived over the operating life of an AIS.

LCMIS Phase.

All the tasks and activities needed to bring a program to the next major milestone

occur during a development/acquisition phase. Phases provide a logical means of progressively translating broadly stated mission needs into well defined system-specific requirements and ultimately into operationally effective, suitable, and survivable systems. An example of a development/acquisition phase is Concept Exploration & Definition.

Major Information System.

An information system that requires special management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant role in the administration of agency programs, finances, property, or other resources.

Manpower and Personnel Integration (MANPRINT).

The comprehensive technical effort to identify and integrate all relevant information and considerations regarding the full range of manpower, personnel capabilities, training development and delivery, human factors engineering, system safety, health hazards, and soldier survivability into the system development and acquisition process to improve soldier performance, total systems performance, and reduce the cost of ownership to an acceptable level throughout the entire life cycle of a system. MANPRINT is the Army's Human Systems Integration process for systems acquisition.

Materiel Developer (MD).

Office assigned responsibility for the system under development or being

acquired. The term may be used generically to refer to the RDA community in the materiel acquisition process.

Milestone Decision Authority (MDA).

The individuals designated in accordance with criteria established by the Assistant Secretary of Defense for Command, Control, Communications and Intelligence and this regulation to approve entry of an AIS into the next phase. The MDAs are senior officials within the Command who have been appointed in writing as responsible officials who can authorize expenditures for a LCMIS managed project. The MDA will also sit as the approving authority at each milestone decision.

Mission Need Statement (MNS).

(Formerly Mission Element Needs Statement). The MNS is a statement of operational capability required to perform an assigned mission or to correct a deficiency in existing capability to perform the mission.

Modeling and Simulation.

The development and use of live, virtual, and constructive models including simulators, stimulators, emulators and either (1) conceptual systems that do not exist or (2) real life systems which cannot accept experimentation or observation because of resource, range, security or safety limitations. This investigation and understanding in a synthetic environment will support decisions in the domains of RDA and analysis, or transfer necessary experiential effects in the education,

training and military operations domain.

Overarching Integrated Product Teams (IPT).

The IPT is a team appointed by the MDA, commensurate with the ACAT level, to provide assistance, oversight and independent review for the MDA, as the program proceeds through its acquisition cycle.

Program Cost.

The total of all expenditures, in any appropriation and fund, directly related to the AIS definition, design, development, and deployment, and incurred from the beginning of the Concept Exploration and Definition phase through deployment at each separate operational site. Program costs differ from Life Cycle Costs (LCCs) in that LCCs include all costs incurred throughout the project life cycle, including the operations phase.

Operational Requirements Document (ORD).

The ORD is the statement of war fighting requirements which might be met by an IS developmental effort. *Most ACAT IV base operations materiel are not warfighting requirements, will not have ORDs*, and can be procured following Corps (MACOM) standard acquisition procedures, after meeting the LCMIS informational requirements of this regulation.

Post Production Software Support (PPSS).

PPSS is the sum of all activities required to

ensure that the implemented and fielded software system continues to support its original operational mission and subsequent mission modifications once production of the system is completed.

Records Management.

The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (44 U.S.C. 2901(2))

Software Maintenance Technologies.

The set of tools and techniques specifically developed and defined to reduce the software life cycle costs associated with Post Development Software Support, for example, a widely used, commercial software engineering environment such as the Integrated Computer Aided Software Environment (ICASE), robust comments in the source code, extensive utilization of software reuse.

Sustainment Costs.

The operating and support (O&S) costs of deployed IS. In the total system approach for acquisition programs mandated by DoDD 5000.1, the O&S cost management to minimize overall system sustainment costs is detailed for MACOMs and their Systems Managers.

System Decision Paper (SDP).

The primary document supporting LCMIS milestone review and approval for ACAT Class IV IS. The SDP is transmitted to the appropriate approval authority at designated milestones.

Systems Manager.

Generic term for the individual responsible for managing ACAT IV Programs.

Strategic Planning.

A structured, designed process that produces an integrated plan of action for accomplishing an organization's missions and objectives over a 5-year or longer period. AIS strategic planning develops and documents the agency's direction and specifies the AIS programs and resource requirements necessary to support stated missions and objectives.

Tailoring.

The concept of tailoring allows for the modification of the formal five phased LCMIS process, based on the specific requirements of the IS project being developed or modified. Actions permitted by tailoring are: combining milestones; rapid prototyping; phased development; phased deployment; and, the reduction of documentation required to reach each milestone decision. See Appendix C, Section II for more detail.

In all cases, the applicable MDA must formally approve, in writing, the tailoring concept to be used. This tailoring approval must be given *prior* to obtaining Milestone I approval.

Technical Architecture (TA).

TA is comparable to a building code, not telling you what to build (Operational Architecture (OA)) nor how to build (System Architecture (SA)), but rather delineating the standards which to build to and to pass inspection. The TA identifies a framework of standards and includes top level system specifications, architectural diagrams for technical interface specifications.

Validation.

The review of documentation by an operational authority other than the user to confirm the need or operational requirement. As a minimum, the operational validation authority reviews the MNS, confirms that a nonmaterial solution is not feasible, assesses the joint service potential, and forwards a recommendation to the MDA for MS 0 action.

Validation - CIO.

A representative of the USACE CIO participates in the requirements determination process and validates requirements against business process reengineering, compliance with the Joint Technical Architecture-Army (JTA-A), and ensures they are in compliance with emerging information technologies.