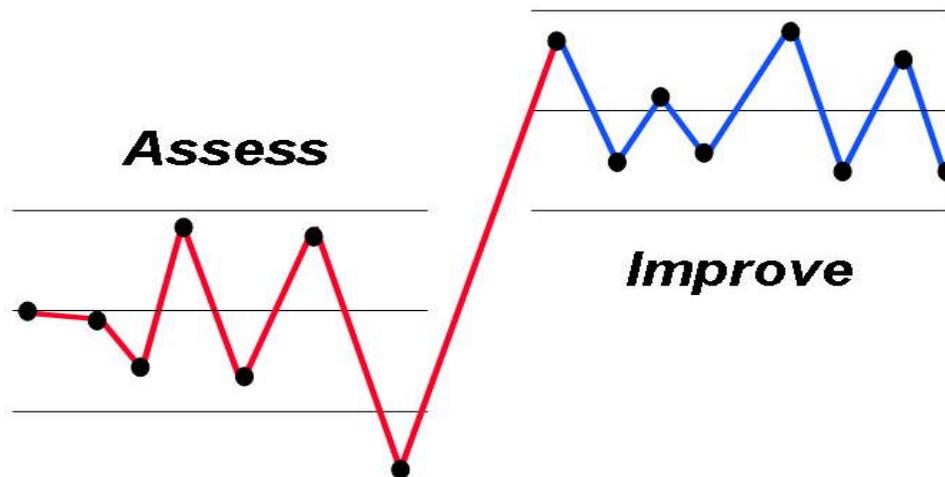




Department of the Navy

FAM Mid-Term Application and Database Rationalization Process



Process Area: Functional Area Manager (FAM)

Process Title: FAM Mid-Term Application and Database Rationalization Process

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FAM Mid-Term Application and Database Rationalization Process

1. Introduction

This revision was prepared to reflect changes made in the execution of the Functional Area Manager (FAM) Mid-Term Application and Database Rationalization Process. Specifically, by the end of the FAM short-term process, the most of the short-term questionnaires were not complete for the majority of the applications FAMs retained. In addition, each FAM's activity based taxonomy was not documented to the level of detail necessary to conduct meaningful cross-functional rationalization. Therefore, this process was changed to emphasize the completion of the now combined Short-Term and Mid-Term Application and Database Rationalization Process Questionnaire and to allow the FAM taxonomies to be further developed and finalized in support of cross-FAM rationalization at the end of this process. Additionally, this process revision allows:

a. The identification of new or revised applications and databases for possible inclusion in each FAM's portfolio of applications and databases.

b. The request for a waiver to allow applications that had been previously FAM disapproved, failed the Navy Application and Database Task Force (NADTF) Navy Marine Corps Intranet (NMCI) rule set, or will exceed an allowed operating period, to continue to operate and reside on the applicable Navy networks.

c. The identification of applications and databases residing on all Navy and Marine Corps networks, or operating in a standalone configuration.

d. The documentation of all application and database information including security related information and FAM, Echelon II and Designated Approval Authority (DAA) actions in the Department of Navy Application and Database Management System (DADMS).

The process diagram and activity descriptions for each step in the FAM Mid-Term Application and Database Rationalization Process. This high-level process is described in steps, followed by progressively more detailed levels of activities. This chapter includes a descriptive process flow diagram (Figure 1) providing a high-level view of the relationships among process inputs, steps and outputs (results). Each process step includes inputs, outputs, roles and responsibilities, and related activity descriptions. This process document is for the use by all Functional Area Managers (FAMs), Echelons II and subordinate commands, Central Design Activities (CDAs), application and database managers, NADTF, information assurance personnel and COMNAVNETWARCOM personnel. As one may deduce from review of Figure 1, FAM Mid-Term Applications and Database Rationalization Process Diagram, the DADMS, as process-enabling tool, is the key to process execution. DADMS allows FAMs to manage applications and databases in the Navy until implementation of the FAM Application and Database Investment Portfolio Management Process. As a deliberate process management activity, this chapter will be periodically reviewed and updated to reflect changes based on experience gained and feedback received during the conduct of the process,. Additional tools and templates will be added as they are developed in support of the process contained in this chapter.

Pages of text that provide process step descriptions applicable to each step in the process follow the descriptive process flow diagram (Figure 1), for the FAM Mid-Term Application and Database Rationalization Process. Descriptions are provided for each activity listed in the respective process step. Where appropriate, activity descriptions include suggested tools and potential resources to help the FAM in completing process activity requirements.

2. Purpose

The FAM Mid-Term Application and Database Rationalization Process is intended for FAM use, and provides each FAM with procedural guidance for conducting a comprehensive, second iteration assessment of Functional Area (FA) applications and databases. This process provides FAMs with a standard approach to a more detailed screening of FA applications following the preliminary screening accomplished in the FAM Short-Term Application Rationalization Process. Additionally, this process is integrated with the Risk Mitigation Process being executed by COMNAVNETWARCOM and the Technical Process being executed by NADTF.

3. Scope

The FAM Mid-Term Application and Database Rationalization Process applies to all Functional Areas designated in SECNAVINST 5000.36. The process serves as a tool to assist FAMs and Command Echelons with the evaluation of functional area applications and databases that support the organizational vision, mission and goals. While the process offers a standard method for comprehensive, second iteration application assessment using decision support tools, it does not prescribe, or describe, the processes necessary for organizations to accomplish respective missions, or the processes necessary to support individual organizational needs to meet customer requirements.

Together, the FAM Short-Term Application Rationalization and FAM Mid-Term Application and Database Rationalization Processes are the preliminary tools for FAM long-term application and database investment portfolio management.

4. General Process Responsibilities:

- **Functional Area Manager (FAM) General Responsibilities.** The FAM is responsible for overall process execution. Specific responsibilities include, but are not limited to the following:
 - ?? The Functional Area Manager (FAM) identifies and appoints the Functional Lead and Technical Lead for process execution. On behalf of the FAM, the designated Functional Lead (FAM Lead) communicates formal intent and/or commitment to fully support FAM Mid-Term Application and Database Rationalization Process execution, and provides management oversight for process scheduling, resources, execution and integration.
 - ?? The Technical Lead may be a contractor, or in-service government individual. At the discretion of the FAM, a contractor may be procured to form the basic FAM Team / FAM Partnership Team and to execute this entire process with assistance from designated FA Subject Matter Experts (SMEs). FA SMEs may be tasked to support contractor efforts on a full, or part time basis.
 - ?? Where feasible, the FAM is urged to use the same team personnel who were involved in execution of the FAM Short-Term Application and Database Rationalization Process to execute the FAM Mid-Term Application and Database Rationalization Process.
 - ?? The designated Functional Lead identifies and appoints the FAM Team / FAM Partnership Team, with FAM approval. The FAM Team / FAM Partnership Team provides the necessary expertise to execute the full-spectrum of FA business and operational requirements analysis and validation, for the functional areas designated by Navy Leadership.
 - ?? The FAM is responsible to oversee the activities of Functional Data Managers (FDMs).
 - ?? The key to successful implementation of the FAM process will be the participation of Echelon II (and lower) from across the functional enterprise. Each FAM will meet process requirements for information gathering and consensus. The FAM will monitor the progress of the FAM Team / FAM Partnership Team as they execute the FAM Mid-Term Application and Database Rationalization Process.
 - ?? The designated FAM Lead develops and implements the process execution planning timeline with FAM approval.
 - ?? The FAM ensures the FA has written vision, mission statements and objectives in place as a basis for analysis.
 - ?? The FAM ensures the FA has written internal policies in place to guide the FAM Team / FAM Partnership Team on internal FA issues and decisions.

- ?? The FAM cooperates in the identification and funding of required resources to support process execution, and the identification of initiatives to help ensure that FA Enterprise application and database management is achieved within the FA and across the Enterprise.
- ?? The FAM approves the progression of the FAM / Partnership Team through the major steps in FAM Mid-Term Application and Database Rationalization Process as appropriate.
- ?? Each FAM is responsible for controlling and assigning authorities and privileges to Echelon II commands and below that are required to complete and maintain relevant sections of the DADMS data gathering tool.
- ?? Each FAM is responsible to maintain a relevant and accurate operational taxonomy in DADMS. This is necessary to facilitate meaningful portfolio management decisions regarding the use of applications and systems to support specific operational activity requirements. FAMs are the final approval authorities for operational taxonomies and may modify operational taxonomies for their own functional areas only. As stakeholders, FAMs may make change recommendations to other FAMs for consideration and approval.
- **Functional Data Manager (FDM) General Responsibilities.** The FDM is responsible for implementing functional processes to produce and monitor the use of data within and across functional activities, information systems, and computing and communications infrastructures:
 - ?? Assist program managers and other system developers in registering system/application (metadata) and data exchange formats and maintaining the metadata baseline.
 - ?? Develop and maintain FA views of the DON Data Architecture.
 - ?? Develop candidate DoD standard data elements in coordination with the respective DoD Functional Data Administrator (FDA).
 - ?? Coordinate with applicable stakeholders to ensure DoD proposed Data Standards are useable by DON Systems.
 - ?? Designate the Authoritative Data Source (ADS) for their respective functional areas and maintain that designation in the Data Management & Interoperability Repository (DMIR) using processes and procedures approved by the DON CIO.
 - ?? Each FDM, under their applicable FAM's authority, is responsible for controlling and assigning authorities and privileges required to complete and maintain the applicable database information in DADMS.

o **Echelon II and Subordinate Command General Responsibilities.** The Echelon II and subordinate commands are responsible at a minimum for the following:

- ?? Providing the information requested by each FAM in the Mid-Term questionnaire. This includes completion of the information for each of the individual unit identification codes (UIC) for their subordinate commands.
- ?? Managing their entire Echelon II including subordinate commands, applications and databases consistent with FAM direction.
- ?? Providing technical and operational information via DADMS on those applications and databases unique to their commands.
- ?? Complying and executing the FAM application and database decisions within their command.
- ?? Identifying and registering all networks and the applications and databases in use within their commands in DADMS.
- ?? Each Echelon II is responsible for coordinating with applicable FAMs to obtain the authorities and privileges for those personnel they assign within their commands responsible for completing and maintaining information in DADMS on the applications and databases that are used by their commands.

o **Central Design Activity (CDA) General Responsibilities.** Each designated Navy CDA or joint application and database manager for the Navy is responsible for the following:

- ?? Answering and completing the applicable technical questions for their assigned applications and databases in DADMS
- ?? Providing any additional technical and/or operation use information to the applicable FAM in support of their decisions to retain or discard applications under their management.
- ?? Coordinating with their respective Echelon II commands and/or FAM to obtain the required authorities and privileges to complete and maintain information their assigned applications and databases in DADMS.

o **Designated Approval Authority (DAA) General Responsibilities.** The DAA for each Navy network (Note: The DAA for NMCI is COMNAVNETWARCOM and it is anticipated that they will assume DAA execution responsibilities for all Navy Networks) is responsible for the following:

- ?? Identifying all security related information required to support the FAM application and database management process.

- ?? Ensuring security and information assurance data entered in DADMS is correct for each application and database.
- ?? The removal of all applications and databases on the networks for which they are responsible that are not included in the FAM portfolio of applications and databases in DADMS.
- ?? DAA is responsible for controlling and assigning the authorities and privileges to personnel required to complete and maintain the security and information assurance data in DADMS on the applications and databases used in the Navy.

o Navy Application and Database Task Force (NADTF) General Responsibilities.

NADTF is responsible for the following:

- ?? Reviewing and comparing DADMS and ISF Tools Database for NMCI applications to maintain consistency between the two databases.
- ?? Assisting the FAMs in the execution of their process by providing coordination between the FAMs, Echelon II Commands, CDAs, DAAs, NMCI Program Management Office (PMO).
- ?? Application of the NMCI NADTF rule set in DADMS and ISF Tools Database.
- ?? Assisting in the standardization of Government Off the Shelf (GOTS) and Commercial Off the Shelf (COTS) applications and databases on Navy Networks.
- ?? Coordination of action with Echelon II Commands and NETWARCOM for removal of applications from NMCI based on FAM decisions.
- ?? Verify that only authorized personnel are completing and maintaining the information on Navy's applications and databases in DADMS by comparing the list of personnel granted DADMS's authorities and privileges to the actual personnel documented as completing the information in DADMS.

5. **Process Flow Diagram.** Figure 1, FAM Mid-Term Application and Database Rationalization Process, provides a graphical flow diagram of this process.

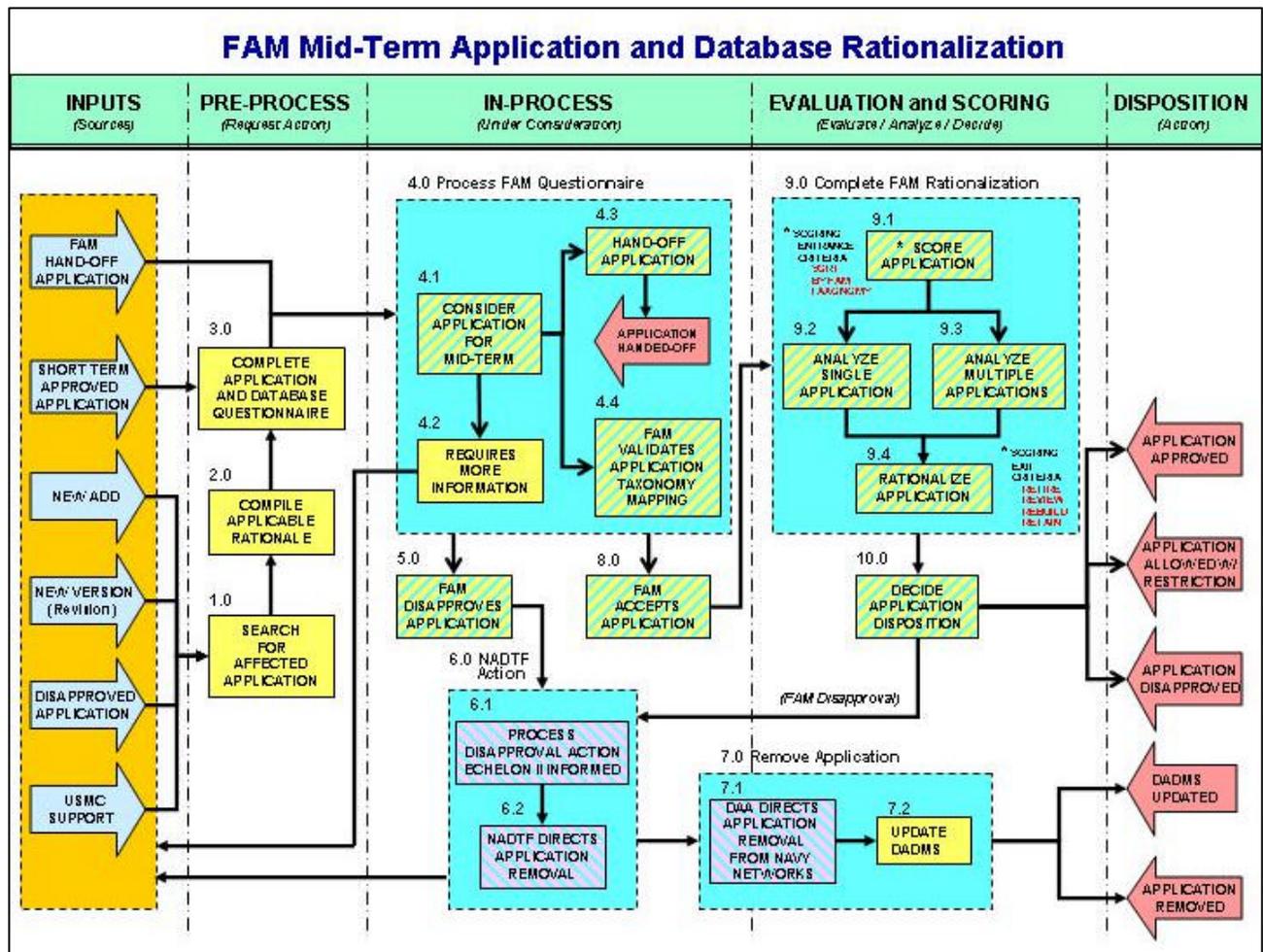


Figure 1, FAM Mid-Term Application and Database Rationalization Process

Diagram Notes:

Note 1: *Inputs* indicate the possible sources of applications entering process flow.

Note 2: Green diagonal lines on a light yellow box indicates process activity with heavy FAM involvement.

Note 3: Dark blue diagonal lines on a light blue box indicates process activity with heavy FAM and Designated Approval Authority (DAA) involvement.

Note 4: All process activity boxes inside a light blue, dashed line box must be satisfied before proceeding to the next process activity.

Note 5: All closed arrows/connectors (➔) indicate a *mandatory* process flow.

Note 6: All open arrows/connectors (➞) indicate an *optional* process flow.

Note 7: *Disposition* indicates the possible results of process completion. Any, or all of the indicated process results may appear as inputs to subsequent FAM, or other, processes.

6. Process Input Summary. Inputs to FAM Mid-Term Application and Database Rationalization Process are briefly described below in Table 1, Process Input Description Summary.

Process Input	Input Description
FAM Hand-Off Application	This input is the result of FAM review of a completed application questionnaire and determination that an application has a more appropriate FAM owner. The application is identified for transfer. The receiving FAM must accept these input applications in DADMS before ownership actually transfers.
Short-Term Approved Application	These are the applications a particular FAM accepted at the conclusion of the FAM Short-Term Application Rationalization Process for mid-term rationalization.
New Add	This is a new (previously unidentified, under development or proposed for development) application and/or database.
New Version (Revision)	This is a revision/change to an approved application and/or database that is currently in the FAM process for consideration or is a FAM approved application.
Disapproved Application	This is an application and/or database that has been FAM discarded or disapproved in DADMS.
USMC Support	This is an application identified as required by Marine Corps.

Table 1, Process Input Description Summary

7. Process Activity Summary. The steps involved in this process are briefly described below in Table 2, FAM Mid-Term Application and Database Rationalization Process Activity Summary.

FAM Mid-Term Application and Database Rationalization Process Activity Summary		
Step	Process Step Title	Brief Description
1.0	Search for Affected Application	The DON Applications and Database Management System (DADMS) is the DON process-enabling tool of choice for application and database rationalization. DADMS has numerous features to enhance mid-term process execution. Users at all levels of command and management should first conduct a search of the DADMS database to locate and identify any application for intended action. This activity is established to preclude the unnecessary or unintentional creation of duplicate application records within the database. Refer to instructions for DADMS users to explore the various search methods designed in the DADMS tool. Users should only create a new record when appropriate, and only after confirmation that an application search results in no database entry for a particular application and/or version of that application.
2.0	Compile Applicable Rationale	The FAM Team reviews assembled applications lists and identifies, evaluates and adjudicates redundant applications for discard, adjusts the applications lists and recommends modification of the operational taxonomy, as appropriate. DADMS users gather application and database source information needed to execute the process, and to provide additional support rationale, or justification, which may have impact on an application rationalization decisions. Monitor the completion of questionnaires to ensure they are being completed with the required information.
3.0	Complete Application and Database Questionnaire	Prior completion of Step 2.0 is not required to accomplish this step. Completion of Step 1.0 is required and Step 2.0 activities can be conducted concurrently with this step. All levels of command and management including CDAs and application / databases users and owners, complete the questions in the DADMS questionnaire that are: applicable to one's cognizant role for each application, intended to undergo mid-term rationalization, intended for submission of a waiver for an application. Specifically, if after completing an application search it is determined that it is a new application exists, the justification questions must be completed along with the questionnaire for that application. If it is determined that a new revision to an application exists, then the revision justification must be completed for that application. If a search indicates that the application was previously FAM discarded or disapproved, then the questionnaire and the waiver request section under step 2, UIC Stakeholder Association, of the questionnaire must be completed. Refer to instructions for DADMS users to complete the DADMS application questionnaire and/or waiver.

**FAM Mid-Term Application and Database Rationalization
Process Activity Summary (Continued)**

Step	Process Step Title	Brief Description
4.0	Process FAM Questionnaire	The FAM Team processes completed application questionnaires for consideration in the mid-term process and may determine that additional information is required for proper decision-making. The source is notified to assemble and provide the required information via DADMS. Based on review of the completed questionnaire, the FAM Team may determine that an application belongs to another FAM. In such cases, the FAM Team may hand-off the application as an input to the recipient FAM. FAMs must accept a hand-off application in DADMS before ownership changes. When accepted, a "hand-off" application questionnaire becomes an input for the accepting FAM. Information in the completed questionnaire is used to map the application to the FAM-approved operational taxonomy. If necessary, the FAM may amend only their own operational taxonomy to accommodate specific, approved operational activity requirements. Activities in this process step will require considerable FAM involvement.
5.0	FAM Disapproves Application	Based on review of the completed questionnaire, the FAM Team may disapprove an application for FAM use. The FAM Team justifies this decision, documents it in DADMS and notifies NADTF to take action to remove the application from Navy networks. FAMs provide for cross-FAM review of disapproved applications. As applicable, FAMs must provide the alternate application or database that should be used in place of the disapproved application or database. Activities in this process step will require considerable FAM involvement.
6.0	NADTF Action	The NADTF processes the FAM application disapproval for action and notifies all affected Echelon II-level users. Affected Echelons II must determine their intent to petition for FAM reconsideration via the DADMS questionnaire and waiver process within five working days. After 5 working days without the submission of a waiver request, NADTF will direct removal of the application from Navy networks. Request must include a migration plan and timeline to transition to the FAM designated alternate application. Activities in this process step will require considerable FAM and DAA involvement.
7.0	Remove Application	Upon notice from the NADTF, the Designated Approval Authority (DAA) directs that the disapproved application be removed from Navy networks within 60 to 90 calendar days from the date of NADTF notification. The DADMS is updated to indicate documentation of actual removal of an application from affected Navy networks as directed by the DAA.
8.0	FAM Accepts Application	The FAM Team prepares accepted applications from all sources for further rationalization, analysis and decision-making. FAMs may conduct cross-FAM review of accepted applications to identify any applications that affect to their respective FA. FAMs must coordinate directly with the affected FAM for resolution and action. FAMs provide other FAMs with current ownership and application information as requested. FAM must identify each Enterprise Services application that supports each of their accepted applications to operate on selected navy networks. Activities in this process step will require considerable FAM involvement.

FAM Mid-Term Application and Database Rationalization Process Activity Summary (Continued)		
Step	Process Step Title	Brief Description
9.0	Complete Rationalization	The FAM Team reviews application questionnaires and the result of automatic scoring from DADMS. The FAM Team applies, or adjusts functional and technical criteria against each application on FAM-approved applications lists. The criteria are scored, or re-scored as required, for each application and the results are documented. The FAM Team analyzes the results plotted on either a Single, or Multiple Application Rationalization Quad Chart Worksheet (Section 13), and makes an interim rationalization decision to retain, review, rebuild, or retire the application. The Combined FAM Application Rationalization Questionnaire and scoring criteria are provided at Sections 11 and 12 respectively, for ease of reference. Activities in this process step will require considerable FAM involvement.
10.0	Decide Application Disposition	The FAM Team coordinates rationalization results with the FAM and obtains approval to confirm. The FAM Team then communicates the results of rationalization to other FAMs to conduct Cross-FAM / Cross-Echelon review. The team also identifies risk mitigation requirements and initiates migration planning. Based on review of the scoring results, the FAM Team may disapprove an application for FAM use. The FAM Team justifies this decision, documents it in DADMS and notifies NADTF to take action to remove the application from Navy networks. FAMs provide for cross-FAM review of disapproved applications. As applicable, FAMs should provide the alternate application or database that should be used in place of the disapproved application or database. Activities in this process step will require considerable FAM involvement.

Table 2, FAM Mid-Term Application and Database Rationalization Process Activity Summary

8. Process Result Summary. Results of the FAM Mid-Term Application and Database Rationalization Process are briefly described below in Table 3, Process Result Description Summary.

Process Result	Result Description
Application Handed-Off	This result is an application successfully handed-off to another FAM. This is an early process result for the losing FAM; and an additional application questionnaire input for the accepting (gaining) FAM. Hand-off application questionnaires are presumed complete and enter process flow at Step 4.0, Process FAM Questionnaire.
Application Approved	This result is a FAM-approved application that is validly mapped to the approved FAM taxonomy. It is essential that FAMs maintain current and accurate operational taxonomies in DADMS for their functional areas. This is necessary to facilitate reliable decisions about the use of applications and systems to support specific operational activity requirements. Approved applications are included in the portfolio of FAM applications that may be used on any Navy network.
Application Allowed with Restriction	This result is a FAM-allowed application that is validly mapped to the approved FAM taxonomy, but may be used only as specified. These applications have identified restrictions that permit use only as designated for a specified time period with DAA approval. These applications may be used only on the designated network(s).
Application Disapproved	This result is a FAM-disapproved application. These applications are not approved for use on any Navy network. Application users may use the DADMS questionnaire and waiver process to petition the FAM for reconsideration and permission to use the affected application with restriction. The waiver must include the migration plan and timeline to transition to the FAM designated alternate application.
DADMS Updated	While any DADMS record (including operational taxonomy changes relevant to a specific FAM) may be updated at all activity points of this process, this particular process result indicates documentation of actual removal of an application from affected Navy networks as directed by the DAA.
Application Removed	This result is any FAM-disapproved application removed from use on Navy networks.

Table 3, Process Result Description Summary

9. Anticipated Role-to-Process Step Relationship Matrix. The anticipated relationship of process steps to roles and responsibilities is provided in the matrix provided below in Table 4, Anticipated Role-to-Process Step Relationship Matrix.

ANTICIPATED ROLE-TO-PROCESS STEP RELATIONSHIP MATRIX											
ROLE	HIGH-LEVEL RESPONSIBILITIES	PROCESS STEP NUMBER									
		1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0
Functional Area Manager (FAM)	Prepare and approve the FAM Team Charter. Execute General Process Responsibilities provided at Paragraph 4. Approve FAM Team progression through major steps in the process.	X		X		X	X		X		X
FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	X	X	X	X	X	X	X	X	X	X
Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	X	X	X	X	X	X	X	X	X	X
FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	X	X	X	X	X			X	X	X
Technical Partner (Internal / External) (Includes NADTF/DAA)	Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	X	X	X			X	X			
Risk Mitigation Work Group Interface (NETWARCOM as DAA has the Lead with support from SPAWAR)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.				X	X	X	X	X	X	X
Technical Work Group Interface (subgroups) NADTF as supported by PEO-IT, applicable FAM and Echelon II)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service Apps.	X	X	X	X	X	X	X	X	X	X

Table 4, Anticipated Role-to-Process Step Relationship Matrix

10. Process Description Details. Process details for the FAM Mid-Term Application and Database Rationalization Process are provided on the following pages. FAM Mid-Term Application and Database Rationalization Process details include the elements listed below for each step in the process. Figure 2, Process Description Details, provides a graphical layout of the elements contained in the process step activity descriptions.

?? **Process Step Title**

?? **Process Inputs**

?? **High-Level Roles and Responsibilities:**

?? **FAM**

?? **FAM Team / FAM Partnership Team**

?? **Echelon II**

?? **FAM-Assigned Subject Matter Experts (SMEs) and Functional Data Managers (FDMs)**

?? **Technical Partner (Internal / External / Partnership)**

?? **Process Interface Groups**

?? **Risk Mitigation Work Group**

?? **Technical Work Group (5 sub-groups)**

?? **Process Outputs**

?? **Step Activity Descriptions:**

STEP 1.0	PROCESS STEP TITLE 1.0		
LIST OF PROCESS INPUTS	LIST OF ROLES	RESPONSIBILITIES FOR EACH ROLE	LIST OF PROCESS OUTPUTS
ACTIVITIES REQUIRED TO COMPLETE THE STEP			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
1.0	WHAT TO DO	BRIEF "HOW TO DO IT"	
2.0	WHAT TO DO	BRIEF "HOW TO DO IT"	
WORK INSTRUCTION (details for each activity include): 1.0 – Work Instruction Overview 2.0 – Responsibility Details 3.0 – Work Instruction Details 4.0 – Suggested Tools and Resources 5.0 – Records and/or Metrics 6.0 – Related References			

Figure 2, Process Description Details

FAM Mid-Term Application and Database Rationalization

STEP 1.0	SEARCH FOR AFFECTED APPLICATION		
INPUTS to STEP 1	ROLES in STEP 1	RESPONSIBILITIES in STEP 1	OUTPUTS of STEP 1
??FAM Hand-Off Application	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	?? Searched Application Located in DADMS ?? New DADMS Application Record Created
??Short-Term Approved Application		Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
??New Add	Echelon II and subordinate commands	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
??Approved FA Taxonomy		Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	
??New Version (Revision)	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
??Disapproved Application		Risk Mitigation Work Group Interface (NETWARCOM as DAA has the Lead with support from SPAWAR)	
??USMC Support	Technical Partner (Internal / External) (Includes NADTF/DAA)		
ACTIVITIES in STEP 1			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
1.1	Identify the applicable application.	Identify the correct application needed by name and version.	
1.2	Search the DADMS database to locate the needed application.	Users at all levels of command and management should first conduct a search of the DADMS database to locate and identify any application for intended action.	
1.3	Create an application record if the needed application is not found in the DADMS search result.	Users should only create a new record when appropriate, and only after they confirm their search results in no database entry for a particular application.	

FAM Mid-Term Application and Database Rationalization

STEP 2.0		COMPILE APPLICABLE RATIONALE	
INPUTS to STEP 2	ROLES in STEP 2	RESPONSIBILITIES in STEP 2	OUTPUTS of STEP 2
?? Searched Application Located in DADMS ?? New DADMS Application Record Created	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	?? Applicable Rationale Complied
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Technical Partner (Internal / External) (Includes NADTF/DAA)	Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has the Lead with support from SPAWAR)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
ACTIVITIES in STEP 2			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
2.1	Obtain additional required information.	Conduct research to obtain additional required application or database information,	
2.2	Check information for accuracy.	The applicable / affected user checks the additional information assembled and prepares it for entry into the DADMS database via the appropriate section of the questionnaire.	

FAM Mid-Term Application and Database Rationalization

STEP 3.0		COMPLETE APPLICATION & DATABASE QUESTIONNAIRE	
INPUTS to STEP 3	ROLES in STEP 3	RESPONSIBILITIES in STEP 3	OUTPUTS of STEP 3
?? Applicable Rationale Complied	Functional Area Manager (FAM)	Prepare and approve the FAM Team Charter. Execute General Process Responsibilities provided at Paragraph 4. Approve FAM Team progression through major steps in the process.	?? Application and Database Questionnaire Completed ?? Application Waiver Prepared
	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Technical Partner (Internal / External) (Includes NADTF/DAA) (NETWARCOM as DAA has Lead with SPAWAR support)	Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 3			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
3.1	Enter additional information into DADMS.	The applicable / affected user enters additional required information into the appropriate section of the DADMS questionnaire.	

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 3		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
3.2	Check information for accuracy.	The applicable / affected user checks the additional information and submits it to the DADMS database via the appropriate section of the questionnaire. The applicable Echelon II must verify the information contained in the DADMS application and database questionnaire is accurate for each of their applications and databases. The applicable CDA must verify the information contained in the DADMS application and database questionnaire for the application is accurate from CDA perspective.

FAM Mid-Term Application and Database Rationalization

STEP 4.0		PROCESS FAM QUESTIONNAIRE	
INPUTS to STEP 4	ROLES in STEP 4	RESPONSIBILITIES in STEP 4	OUTPUTS of STEP 4
?? Application and Database Questionnaire Completed ?? Application Waiver Prepared	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	?? Questionnaire Returned for More Information ?? Application Handed-Off to Another FAM ?? Application Taxonomy Mapping Validated
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 4			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
4.1	Consider application for Mid-Term.	The FAM Team receives and reviews incoming completed application and database questionnaires, including requests for waiver. The FAM may disapprove the application at this point and notify NADTF of removal action.	
4.2	Requires more information.	During review, the FAM Team determines that more information is required before a questionnaire can be processed, and then notifies the source to provide the additional information via DADMS.	
4.3	Hand-off application.	During review, the FAM Team determines that the application under consideration is more appropriate for another FAM and hands it off. Actual transfer does not take place until the receiving FAM accepts it in DADMS.	
4.4	FAM validates application taxonomy mapping.	The FAM Team correctly maps the application to the appropriate activity recorded in the FAM operational taxonomy.	

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 4		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
4.4.1	Add new taxonomy element.	<u>Action One.</u> The responsible FAM adds a required new operational activity element, or elements, under their authority, in DADMS and maps affected applications to the new taxonomy element, or elements, as appropriate .
		<u>Action Two.</u> If <u>no stakeholders</u> are associated with the application, or applications, being mapped to the amended taxonomy, an automatic notification is sent only to each affected application CDA to inform them of a new taxonomy element, or elements, to which a related application is mapped.
		<u>Action Three.</u> If <u>stakeholders are associated</u> with the application, or applications, being mapped to the amended taxonomy, an automatic notification is sent to each affected stakeholder and application CDA to inform them of the new taxonomy element, or elements to which a related application is mapped.
4.4.2	Expand taxonomy with additional element level, or levels.	<u>Action One.</u> The responsible FAM subdivides a taxonomy element to a more finite level, or levels, in DADMS and re-maps existing applications to the new taxonomy level, or levels, as appropriate.
		<u>Action Two.</u> If <u>no stakeholders</u> are associated with the application, or applications, being mapped to the additional element level, or levels of the amended taxonomy, an automatic notification is sent only to each affected application CDA to inform them of the additional taxonomy element level, or levels to which a related application is mapped.
		<u>Action Three.</u> If <u>stakeholders are associated</u> with the application, or applications, being mapped to the additional element level, or levels, of the amended taxonomy, an automatic notification is sent to each affected stakeholder and application CDA to inform them of the additional taxonomy element level, or levels to which a related application is mapped.
4.4.3	Delete taxonomy element, or elements.	<u>Action One.</u> The responsible FAM deletes a taxonomy element, or elements, because corresponding related business functions and/or processes are obsolete and are being eliminated from the respective FAM operational taxonomy in DADMS.
		<u>Action Two.</u> The responsible FAM must notify, in advance, each stakeholder and application CDA associated with an application that is affected by the intended deletion of a FAM operational taxonomy element, or elements.

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 4		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
4.4.3	Delete taxonomy element, or elements (Continued).	<u>Action Three.</u> If <u>no stakeholders</u> are associated with the application, or applications, mapped to the operational taxonomy element, or elements, intended for deletion, an automatic notification is sent only to each affected application CDA to inform them of the taxonomy element, or elements, to be deleted.
		<u>Action Four.</u> If stakeholders <u>are associated</u> with applications mapped to the deleted taxonomy element, or elements, an automatic notification is sent to each affected stakeholder and application CDA to inform them of the taxonomy element, or elements, to be deleted. The responsible FAM must coordinate with each affected stakeholder to determine if stakeholder function(s) supported by the application remain valid.
		<u>a.</u> If the stakeholder function(s) remain, the application will be processed for hand-off to the stakeholder FAM in accordance with Step 4.3 of this process. When the stakeholder FAM accepts application hand-off, all responsibility for the application transfers in DADMS to the accepting stakeholder FAM.
		<u>b.</u> If the stakeholder function(s) is/are eliminated, the application will be processed for retirement/archive. The retired/archived application will be processed in accordance with Steps 5.0, 6.0 and 7.0 of this process for removal from all affected Navy networks.

FAM Mid-Term Application and Database Rationalization

STEP 5.0	FAM DISAPPROVES APPLICATION		
INPUTS to STEP 5	ROLES in STEP 5	RESPONSIBILITIES in STEP 5	OUTPUTS of STEP 5
<p>?? Application and Database Questionnaire Completed</p> <p>?? Application Waiver Prepared</p>	Functional Area Manager (FAM)	Prepare and approve the FAM Team Charter. Execute General Process Responsibilities provided at Paragraph 4. Approve FAM Team progression through major steps in the process.	<p>?? Disapproved Application</p> <p>?? NADTF Notified</p>
	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 5			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
5.0	FAM disapproves application.	The FAM disapproves the application under review and notifies NADTF to take appropriate action.	

FAM Mid-Term Application and Database Rationalization

STEP 6.0	NADTF ACTION		
INPUTS to STEP 6	ROLES in STEP 6	RESPONSIBILITIES in STEP 6	OUTPUTS of STEP 6
?? Disapproved Application ?? NADTF Notified	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	?? Disapproved Application Notice to Echelons II ?? Application Removal Notice to DAA
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	Technical Partner (Internal / External) (Includes NADTF/DAA)	Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 6			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
6.1	Process disapproval action Echelon II informed.	NADTF reviews the FAM-disapproved application notice and notifies affected Echelons II so they have an opportunity to submit an appropriate reconsideration waiver. Echelons II have five duty days to submit a waiver.	
6.2	NADTF directs application removal.	NADTF initiates DAA action to remove the FAM-disapproved application from Navy networks.	

FAM Mid-Term Application and Database Rationalization

STEP 7.0		REMOVE APPLICATION	
INPUTS to STEP 7	ROLES in STEP 7	RESPONSIBILITIES in STEP 7	OUTPUTS of STEP 7
<p>?? Disapproved Application Notice to Echelons II</p> <p>?? Application Removal Notice to DAA</p>	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	<p>?? DADMS Updated</p> <p>?? Application Removed</p>
	Technical Partner (Internal / External) (Includes NADTF/DAA)	Technical Partners help identify and overcome technical obstacles to the FAM Mid-Term Application and Database Rationalization Process, and support the FAM chances for success. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 7			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
7.1	DAA directs application removal from Navy networks.	Upon notice from the NADTF, the Designated Approval Authority (DAA) directs that the disapproved application be removed from Navy networks within 60 to 90 calendar days from the date of NADTF notification.	
7.2	Update DADMS.	While DADMS may be updated at all activity points of this process, this particular result indicates documentation of actual removal of an application from affected Navy networks as directed by the DAA.	

FAM Mid-Term Application and Database Rationalization

STEP 8.0	FAM ACCEPTS APPLICATION		
INPUTS to STEP 8	ROLES in STEP 8	RESPONSIBILITIES in STEP 8	OUTPUTS of STEP 8
?? Application Taxonomy Mapping Validated	Functional Area Manager (FAM)	Prepare and approve the FAM Team Charter. Execute General Process Responsibilities provided at Paragraph 4. Approve FAM Team progression through major steps in the process.	?? Accepted Application
	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 8			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
8.0	FAM accepts application.	The FAM accepts the application under review and initiates rationalization action.	

FAM Mid-Term Application and Database Rationalization

STEP 9.0	COMPLETE FAM RATIONALIZATION		
INPUTS to STEP 9	ROLES in STEP 9	RESPONSIBILITIES in STEP 9	OUTPUTS of STEP 9
?? Accepted Application	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	?? Scored Application ?? Single Application Analyzed ?? Multiple Applications Analyzed ?? Application Rationalized
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 9			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
9.1	Score Application.	The FAM Team accepts the automatic scoring generated in DADMS and ensures the score was produced by an application properly sorted by FAM taxonomy. The FAM Team uses functional and technical scorecard criteria generated in DADMS to adjudicate application-to-taxonomy results. The Combined FAM Application Rationalization Questionnaire and scoring criteria are provided at Sections 11 and 12 respectively, for ease of reference.	
9.2	Analyze single application.	The FAM Team analyzes overall functional and technical scorecard results for anomalies in aggregate responses for a single application scored. If necessary, the FAM Team re-scores applications in instances where individual score criteria may have been misinterpreted. Results are plotted to aid in decision determination for retain, rebuild, review, or retire an application.	

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 9 (Continued)		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
9.2.1	Evaluate quad chart application disposition results (iterate until acceptable results are achieved).	Evaluate quad chart application disposition results and, if necessary, conduct additional review iterations (GAP analysis with feedback) until the FAM Team and FAM Technical Team are confident of an acceptable result for single application analysis.
9.2.2	Adjust quad value boundaries to resolve unacceptable overall results (iterate until acceptable results are achieved).	
9.2.3	Re-evaluate application disposition results.	
9.3	Analyze multiple applications.	The FAM Team analyzes overall functional and technical scorecard results for anomalies in aggregate responses for multiple applications scored having similar functionalities. If necessary, the FAM Team re-scores applications in instances where individual score criteria may have been misinterpreted. Results are plotted to aid in decision determination for retain, rebuild, review, or retire one, or more applications.
9.3.1	Evaluate quad chart application disposition results (iterate until acceptable results are achieved).	Evaluate quad chart application disposition results and, if necessary, conduct additional review iterations (GAP analysis with feedback) until the FAM Team and FAM Technical Team are confident of an acceptable result for multiple application analysis.
9.3.2	Adjust quad value boundaries to resolve unacceptable overall results (iterate until acceptable results are achieved).	
9.3.3	Re-evaluate application disposition results.	
9.3.4	Prepare combined score report.	The FAM Team and FAM Technical Team prepare a combined functional and technical scorecard report based on FAM interim disposition determination proposals.
9.4	Rationalize application.	The FAM Team reviews results of application scoring and analysis and reaches consensus on the best interim course of action to retain, rebuild, review, or retire an application. The FAM Team / Technical Team documents rationale for action decisions.
9.4.1	Identify additional scorecard results overrides needed.	The FAM Team overrides scorecard results when required to ensure no loss of function to another FA.
9.4.2	Determine relative impact.	The FAM Team determines the magnitude of impact on intra-FA business / operations activities and documents findings.

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 9 (Continued)		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
9.4.3	Identify potential inter-FA problems due to tentative application and / or database discard decisions.	The FAM Team re-evaluates the potential impact of discard decisions to ensure no loss of function to other FAs.
9.4.4	Make decision proposals.	Based on quad chart plotting and magnitude of impact, the FAM Team and FAM Technical Team make intra-FAM application disposition determination proposals.
9.4.5	Communicate combined score report notification.	The FAM Team notifies all affected Echelon IIs and other FAMs of the combined scorecard report and the intra-FAM application disposition determination for Cross-Echelon II/ Cross-FAM review.

FAM Mid-Term Application and Database Rationalization

STEP 10.0		DECIDE APPLICATION DISPOSITION	
INPUTS to STEP 10	ROLES in STEP 10	RESPONSIBILITIES in STEP 10	OUTPUTS of STEP 10
?? Scored Application ?? Single Application Analyzed ?? Multiple Applications Analyzed ?? Application Rationalized	Functional Area Manager (FAM)	Prepare and approve the FAM Team Charter. Execute General Process Responsibilities provided at Paragraph 4. Approve FAM Team progression through major steps in the process.	?? Application Approved ?? Application Allowed with Restriction ?? Application Disapproved ?? NADTF Notified
	FAM Team	Accept responsibility for taskings and processes within the functional area. Participate in the transformation as key players and change agents throughout the process.	
	Echelon II and subordinate commands	Review, validate and provide additional information in response to FAM requests for additional data. Provide assessments on mission impact. Act as source for subject matter and technical experts. Execute the General Process Responsibilities provided at Paragraph 4.	
	FAM-Assigned SMEs & Technical Experts (includes CDAs/FDMs)	Ensure FAM goals and objectives are documented and consistent with the FA vision, mission and taxonomy. Comply with the spirit and intent of the FAM Team Charter. Execute the General Process Responsibilities provided at Paragraph 4.	
	Risk Mitigation Work Group Interface (NETWARCOM as DAA has Lead with SPAWAR support)	The FAM interfaces with this work group to identify, document and overcome FA risks, and potential risks of FAM application and database rationalization.	
	Technical Work Group Interface (subgroups) (NADTF as supported by PEO-IT, applicable FAM, and Echelon IIs.)	The FAM Team interfaces with this work group to ensure accurate COTS / GOTS applications selection, maintenance of correct versions and standards, proper and cost-effective licensing, and correct execution of Joint Service applications.	
ACTIVITIES in STEP 10			
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION	
10.1	FAM decides to approve application.	This is a FAM-approved application is validly mapped to the approved FAM taxonomy. These applications are included in the portfolio of FAM applications that may be used on any Navy network.	

FAM Mid-Term Application and Database Rationalization

ACTIVITIES in STEP 10 (Continued)		
ACTIVITY NUMBER	ACTIVITY TITLE	BRIEF ACTIVITY DESCRIPTION
10.2	FAM decides to allow application with restriction.	This is a FAM-allowed application that is validly mapped to the approved FAM taxonomy, but may be used only as specified. These applications have identified restrictions that permit use only as designated for a specified time period with DAA approval. These applications may be used only on the designated network(s).
10.3	FAM disapproves application.	The FAM disapproves the application under review and notifies NADTF to take appropriate action. These applications are not approved for use on any Navy network. Application users may use the DADMS questionnaire and waiver process to petition the FAM for reconsideration and permission to use the affected application with restriction.
10.4	Communicate cross-functional results.	The FAM Team communicates the results to all affected/interested Echelon IIs, FAMs and activities as required.
10.5	Prepare final FAM-approved NMCI Applications Baseline.	The FAM Team compiles final FAM-approved NMCI applications baseline.
10.6	Prepare final FAM-approved Non-NMCI Applications Baseline.	The FAM Team compiles final FAM-approved Non-NMCI applications baseline.
10.7	Update operational taxonomy.	The FAM Team updates the FA detailed operational taxonomy as required
10.7.1	Coordinate finalized detailed FA taxonomy.	The FAM Team completes internal coordination for the updated detailed FA taxonomy and processes the finalized detailed FA operational taxonomy for FAM approval.
10.7.2	Obtain operational taxonomy approval.	The FAM Team obtains FAM approval to use the final detailed FA operational taxonomy.
10.8	Initiate Application and Database Mitigation Planning activities.	The FAM Team completes this activity as stated.
10.9	Prepare Draft Application and Database Migration Plan.	The FAM Team prepares the draft Application Migration Plan for use in preliminary application migration planning.
10.10	Initiate FAM and Enterprise Application and Database Management Processes.	The FAM Team completes activity as stated IAW the FAM Mid-Term Application and Database Rationalization Process, and initiates FAM Long-Term Application and Database Management and Enterprise Applications Management (EAM) Processes.

DADMS QUESTIONNAIRE

11. FAM Combined Application Rationalization Questionnaire. The FAM “Quick Look” Applications Questionnaire (Part A), was provided in the FAM Short-Term Application Rationalization Process. The Combined FAM Application Rationalization Questionnaire is provided for use in DADMS and as reference on the following pages for mid-term application and database rationalization. The DADMS questionnaire is designed to supplement the information gathering needed to make effective application disposition decisions during the FAM Mid-Term Application and Database Rationalization Process, and to complete application scoring. The questionnaire gathers the supplemental information necessary to rationalize functional area applications and to prepare an initial functional area application migration plan that is directed toward meaningful investment portfolio management. Refer to DADMS for questionnaire details.

DADMS QUESTIONNAIRE

STEP ONE – APPLICATION DETAILS

APPLICATION EDIT	
* Name:	<i>This is the full name of the application addressed in this individual questionnaire. Spell-out names as completely and accurately as possible. All questions in this questionnaire will apply to the application named in this box.</i>
* Acronym:	<i>Provide the generally accepted acronym of the application named in the previous box.</i>
* Responsible Agency:	<i>Select responsible agency from drop-down choices provided.</i>
* Version:	<i>Provide the version number of the application named in the previous box. If necessary, check the Application Properties to confirm accuracy of the version number.</i>
Mid-Term Status:	<i>This is the current status of the application for the Mid-Term Application and Database Rationalization Process.</i>
DADMS ID:	<i>This is the record identification number DADMS assigned to the application.</i>
ISF ID:	<i>This is the record identification number Information Strike Force (ISF) assigned to the application.</i>
* Functional Description:	<i>This is a narrative entry that describes what the application does (in general terms).</i>
* Describe the Business Process this Application Supports:	<i>This is a narrative entry that describes what, and/or how the application supports a functional area process (or processes).</i>
Primary Functional Area:	<i>Select appropriate functional area from drop-down choices provided.</i>
Functional Area Status:	<i>Indicate the status of the application within the functional area.</i>
Application URL:	<i>Provide the application Uniform Resource Listing (URL) if this is a web-based application.</i>
* Type:	<i>Select from drop-down choices provided to indicate if the application is Commercial Off-The-Shelf (COTS), or Government Off-The-Shelf (GOTS).</i>
TFW:	<i>Indicate if the application is registered with Task Force Web (TFW).</i>
* Network(s)	<i>Identify all networks that apply for use of this application (NMCI, IT21, MCET, BLII, other network, and/or stand-alone network).</i>
Disposition:	<i>Select appropriate disposition from the drop-down choices provided.</i>
CDA UIC:	<i>Enter the Unit Identification Code (UIC) of the responsible Central Design Activity (CDA).</i>
ERP:	<i>Select if the application is designated for Enterprise Resource Planning (ERP) from the drop-down choices provided.</i>
Recommend Discard:	<i>If the application is being, or has been discarded, provide the decision rationale for discard and indicate alternative application for use when appropriate.</i>
QUARANTINED APPLICATION	<i>Indicate if the application is quarantined.</i>
NOTES:	<i>Enter complete and accurate notes as appropriate.</i>
HAND-OFF:	<i>Enter hand-off functional area as appropriate from drop-down choices.</i>
Created By:	<i>Enter the FULL NAME of the individual who created this application record.</i>
Create Date:	<i>Enter the DATE this application record was created (dd/mm/yyyy).</i>
Last Updated By:	<i>Enter the FULL NAME of the individual who last updated this application record.</i>
Last Updated:	<i>Enter the DATE this application record was last updated (dd/mm/yyyy).</i>
Note: All questions identified with an asterisk (*) are mandatory and must be completed.	

DADMS QUESTIONNAIRE

STEP TWO (a) – UIC STAKEHOLDER ASSOCIATION

UIC STAKEHOLDER ASSOCIATION									
Existing UIC – STAKEHOLDERS <i>(show as many as required)</i>									
Ech II UIC <i>(Enter the appropriate Echelon II UIC)</i>	Name <i>(Enter the complete and accurate Echelon II name)</i>						UIC/Waiver Questions		
Cancel	UIC	Testing Status	Site	Package Name	RFS	UIC	Waiver	DAA	
		<i>Select from drop-down choices.</i>	<i>Enter affected Site name</i>		<i>[Enter the Request for Service (RFS) number]</i>				
*Total Users:		Current Users <i>(Enter total current number of users)</i>		Planned Users <i>(Enter total planned number of users)</i>		Current Sites <i>(Enter total current number of sites)</i>		Planned Sites <i>(Enter total planned number of sites)</i>	

*UIC (UIC CD – UIC NAME):	<i>Select from drop-down choices provided.</i>
Package Name:	
Quarantine Status:	<i>Select from drop-down choices provided.</i>
Site:	<i>Select from drop-down choices provided.</i>

Application Name:		<i>(Enter the complete and accurate application name)</i>	
Version:	<i>(Enter Version number)</i>	Type:	<i>(GOTS/COTS)</i>
UIC:	<i>(Enter the affected UIC number)</i>	UIC Name:	<i>(Enter the complete and accurate affected UIC name)</i>

	QUESTION	ANSWER
1 (User)	Network Data: This application is, or will be, resident on the following classification portions of the listed networks. The application classifications are N/A, Classified and Unclassified (select all that apply):	
* A	NMCI (Applications implemented at Navy Commands):	NA UNCLASSIFIED SECRET
* B	NMCI (Applications implemented at Marine Corps Commands):	NA UNCLASSIFIED SECRET
* C	IT21:	NA UNCLASSIFIED SECRET
* D	BLII (Base Level Information Infrastructure):	NA UNCLASSIFIED SECRET

DADMS QUESTIONNAIRE

	* E	MCET (Marine Corps Enterprise Network):	NA UNCLASSIFIED SECRET
	F	Other Navy Networks (list network name - Classifications) [e.g. NMCI - UST, BLII-U]: <i>(List each other Navy network and provide location & classification for each.)</i>	NA UNCLASSIFIED SECRET
	G	Other Marine Corps Networks (list network name - Classifications) [e.g. NMCI - UST, BLII-U]: <i>(List each other Marine Corps network and provide location & classification for each.)</i>	NA UNCLASSIFIED SECRET
* 2 (User)	Describe the Basic Purpose & Functions this Application Performs at Your Command : <i>(Provide drop-down pick list tied to Functional Taxonomies.) (Pick lists will allow preparer to select the primary and secondary processes the application supports.)</i>		
* 3 (User)	Does this application interface with other applications? (Provide NAME, ACRONYM and VERSION):		
4 (User)	What is the installed user base at your UIC : <i>(For web-based applications the questions still need to be answered even though there are no "installed users".)</i>		
	* A	What is the current number of USERS for this application?	
	A.1	What is the current number of people who provide information directly into the application?	
	A.2	What is the current number of people involved in managing the application?	
	A.3	What is the current number of people who pull reports, or use outputs directly from the application on a routine basis?	
	* B	What is the current number of PHYSICAL LOCATIONS , within the UIC, where this application is installed?	
	* C	When fully deployed , what is your best estimate of the planned number of USERS who will use this application?	
	C.1	What is the total number of people PLANNED to provide input information directly into the application?	
	C.2	What is the total number of people PLANNED to be involved in MANAGING the application?	
	C.3	What is the total number of people PLANNED that will need to pull reports, or use outputs directly from the application on a routine basis?	
	* D	When fully deployed , what is your best estimate of the planned number of PHYSICAL LOCATIONS , within your UIC, where this application will be installed?	
* 5 (User)	Do you use another application that performs similar functions to this one? (List NAME, ACRONYM, VERSION)		<i>Provide explanation as appropriate.</i>
	If Yes	Why do you use the additional application(s)?	

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* 6 (User)	Do you know of another application that performs similar functions to this one? (List NAME, ACRONYM, VERSION)		<i>Provide explanation as appropriate.</i>
	If Yes	Why do you NOT use the additional application?	
7 (User)	Answer the following questions for COTS applications ONLY, based on annual costs for the number of users identified above?		
	A	What is the TOTAL cost of ownership for this COTS application cost based on the number of users identified above?	
	B	What is the purchase price of additional hardware (Servers, transport, media, switches, routers, firewalls, etc?) Needed to use this application based on the number of users identified above?	
	C	What is the purchase price of application licenses based on the number of users identified above?	
	D	What is the internal development cost for this application based on the number of users identified above?	
	E	What is the transition cost (vendor training, user training, etc.) for this application based on the number of users identified above?	
	F	What is the estimated cost of maintenance associated with the ownership of this application based on the number of users identified above?	
	G	What procurement award method was used to acquire this product?	
	H	What procurement award method was used to acquire any configuration or support contract?	
	I	What is the period of the contract (indicate respective period of the contract):	
	MULTI	Multi-Year: (include base year plus the number of option years. Actual to and from dates must be identified for the base period and the option year periods):	
	SINGLE	Single-Year: (include base year plus the number of option years. Actual to and from dates must be identified for the base year and option year periods):	
* 8	A waiver is Required if the Application meets Any of the Conditions Listed in the Droplist (Except First). If a Waiver is Required, Pick the First One that is True and Complete all the Following Required Questions (#).		
Note: All questions identified with an asterisk (*) are mandatory and must be completed.			

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STEP TWO (b) – DAA APPLICATION STATUS

Application Name:		<i>(Enter the complete and accurate application name)</i>	
Version:	<i>(Enter Version number)</i>	Type:	<i>(GOTS/COTS)</i>
UIC:	<i>(Enter the affected UIC number)</i>	UIC Name:	<i>(Enter the complete and accurate affected UIC name)</i>

	QUESTION	ANSWER
1 (DAA)	SITE QUARANTINE STATUS: The application does/does not function under NMCI security rules and standard software configurations:	
2 (DAA)	QUARANTINE REASON: See NADTF Rule Set Failure:	
3 (DAA)	PROPOSED SOLUTION: Summary of technical solution to remove the application from quarantine status:	
4 (DAA)	RISK INDICATOR CATEGORY CODE: The level to which the application compromises the vulnerability to the functionality and security:	
5 (DAA)	STATUS OF QUARANTINE DESKTOP APPLICATION TRANSITION STRATEGY (QDATS) DOCUMENTATION: Completion of the package recommending how to migrate the application into NMCI, defers to the Server Migration Phase, or terminates the application:	
6 (DAA)	ADDITIONAL COMMENTS: Other relevant information regarding application or site specific issues:	
7 (DAA)	SOLUTION COMPLEXITY: The difficulty of implementing the proposed solution:	
8 (DAA)	SOLUTION SCOPE: The scope of the solution for this application:	
9 (DAA)	LOCAL DESIGNATED APPROVAL AUTHORITY (DAA) APPROVAL: Corrective action has been approved by the local DAA:	
10 (DAA)	STATUS OF NCARP APPROVAL: Corrective action has been approved by NCARP:	
11 (DAA)	STATUS OF OPNAV APPROVAL: Corrective action for B1 changes has been approved by OPNAV:	
12 (DAA)	STATUS OF NMCI DAA APPROVAL: Corrective action has been approved by the NMCI DAA:	
13 (DAA)	NATURE OF APPLICATION: Connectivity requirements. Applications that do not require network connectivity are “Simple Stand-alone”. All others are “Complex.”:	
14 (DAA)	SUPPORT SERVICES: For complex applications, external services required to support this application (i.e., Citrix, Oracle, FTP):	
15 (DAA)	ADMIRAL’S MOST WANTED LIST: The application is/is not included on the NETWARCOM NMCI Quarantined Application Most Wanted List:	

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16 (DAA)	GENERAL COMMENTS: General comments concerning the application quarantine and testing status. Also record entries where "Other" was selected for the drop list:	
17 (DAA)	Novadigm (Radia) distribution status for the quarantined application:	
18 (DAA)	Boundaries transversed by this application:	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.		

STEP TWO (c) – WAIVER PORTION

START OF WAIVER		
# W1	If the Application was Disapproved by NADTF, Indicate the Rules in the Rule Set it Failed. Rules marked with a "@" can NOT be waived. Simply provide the Rule number(s) in the column to the right. (@Rule 1:Not Win2k Compatible, @Rule 2: Not NMCI Group Policy Compatible, Rule 3: Duplicates Gold Disk Application, @Rule 4: Compliance with DON/NMCI/B1/B2, @Rule 5: Missing Required Utilities, Rule 6: No Games, Rule 7: No Freeware or Shareware, @Rule 8: No Beta or Test Software, @Rule 9: No Application Development Software, @Rule 10: No Agent Software, @Rule 11: Not Gold Disk Compatible, @Rule 12: Peripheral/Driver/Hardware, Rule 13: Non-Mission/Non-Business and Rule 14: 8-16 Bit Application).	
	# A	Is this Application Currently Quarantined?
	# B	If Quarantined, Provide the Expiration Date:
# W2	Date the Current Waiver was Approved (mm/dd/yyyy):	
# W3	Date the Current Waiver Expires (mm/dd/yyyy):	
	# A	Is the Application IATO/ATO Period Expired?
	# B	If IATO/ATO Period has Expired, Provide the Expiration Date:
# W4	Date when it was determined that the Application did not meet the Security Requirements to Operate INSIDE the Security Enclave of each network (List the Date for each of the networks associated in the UIC Questionnaire):	
# W5	Date when the application is no longer allowed to operate OUTSIDE the Security Enclave of each network (List the date for each of the network associated in the UIC Questionnaire):	
# W6	List the number of times this application has been granted extensions (List the number of each of the Network Associated in the UIC Questionnaire):	
# W7	Provide justification for approving this waiver (or extension):	
	# A	Costs to FIX all problems associated with Application Certification for all Networks (breakdown costs by network):
	# B	List cost of maintaining each application in its current configuration (List by Network):

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	# C	Identify the Waiver solution by selecting one of the following reasons:	
	Notes: Comments field for above question		
	# Date: Provide the date the action, selected in "C" above, will be completed (mm/dd/yyyy)		
	# D	Operational requirements for maintaining the application in its current configuration. Identify each operational requirement and its direct relationship to the Navy and Marine Corps Mission accomplishment:	
	Cont: Additional space for "D" above.		
	# RFER (USER)	The answers provided in the waiver were considered correct and complete, to the best of my knowledge, as of the date and time shown.	
	* Sign (Ech II)	As Echelon II Representative for this UIC, I certify that the UIC questions 1 through 7 are complete and the answers are correct to the best of my knowledge. In case of waiver, I further certify waiver questions W1 through W7 and the Questionnaire (Steps 1 through 6) are complete, all the answers are correct to the best of my knowledge and that the waiver requirement is valid:	
	Comments:	Additional Echelon II Comments:	
	* Sign (DAA)	(Only required in case of waiver) As DAA, I verify the associated security questions of the waiver (questions W1 through W7) and questionnaire (Steps 1 through 6) are complete, and that the waiver requirement is valid for the period recommended: PENDING	
	Comments:	DAA Comments: Include recommendations for approval/disapproval of this waiver. If approved, include recommended waiver date (mm/dd/yyyy):	
	Apply:	This waiver only applies to the level selected:	
	# W8 (FAM)	Waiver request disposition (only required in case of waiver): PENDING	
	Apply	FAM disposition only applies to the level selected:	
	Reason	Reason for approval/disapproval:	
	Expire	Date the waiver will expire (mm/dd/yyyy) (if this application and/or database has a security issue, the FAM will not approve a waiver expiration date which exceeds that recommends by the DAA):	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.			

DADMS QUESTIONNAIRE

STEP THREE – ASSOCIATED APPLICATION POINTS OF CONTACT

Associated Application Point of Contacts	
Required Contacts:	
Navy Point of Contact for Joint Service Application, Marine Corps of Point Contact for Joint Service Application, Application Owner (for COTS), DON Technical Point of Contact, Contract Officer's Representative, Central Design Activity (CDA) (for GOTS)	
* Organization (Org-Code):	
Role: Designated FAM Lead (<i>Provide the name of the FAM-designated Lead assigned to manage the respective FAM's execution of FAM processes and related transformation sub-processes.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: ECHELON II (<i>Provide contact information on the individual who has Echelon II responsibility for the application. Specifically, a representative from each Echelon II Command, who for COTS, manages the licenses for the application (includes all versions) throughout the Echelon II (and subordinate commands) and knows how the application is used and maintained throughout the Echelon II Command; and who for GOTS, manages the application (includes versions throughout the Echelon II and subordinate commands) and knows how the application is used and maintained throughout the Echelon II Command. For GOTS, this representative may be the individual who executes the CDA responsibilities for DON applications.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: OWNER (<i>Provide contact information on the individual who has direct control over application development and maintenance. For COTS application, this means manages the COTS licenses for the activity/command.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: ALTERNATE OWNER (<i>Provide contact information on the alternate application owner who will have authority to make decisions during application owner absences, if assigned or known.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: FUNCTIONAL SPONSOR (<i>Provide contact information on the individual who determines policy and future use of the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: TECHNICAL SPONSOR (<i>Provide contact information on the Central Design Activity, or other Technical Agent, having technical authority over the application. This may also be a person at a Software Support Activity.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	

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VENDOR URL (if known)	<i>Enter the vendor's web site Uniform Resource Locator (URL) for COTS applications, if known.</i>
* Organization (Org-Code):	
Role: RESOURCE SPONSOR (<i>Provide contact information on the individual who has funding responsibility for the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: FUNCTIONAL DATA MANAGER (FDM) (<i>Provide contact information on the individual who supports and enforces application database requirements within a particular functional area, and who has database management responsibility for the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: FUNCTIONAL NAMESPACE COORDINATOR (FNC) (<i>Provide contact information on the individual who supports and enforces standard XML requirements within a particular functional area, and who has namespace management responsibility for the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: JOINT SPONSOR (<i>Provide contact information on the individual who has Joint Service responsibility for the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: NAVY POC (<i>Provide contact information on the individual who has Navy responsibility for the Joint Service application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: MARINE CORPS POC (<i>Provide contact information on the individual who has Marine Corps responsibility for the Joint Service application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
* Organization (Org-Code):	
Role: DON TECHNICAL POC (<i>Provide contact information on the individual who has technical responsibility within the DON CIO, if applicable, for the application.</i>)	
Point of Contact:	
Effective Date(mm/dd/yyyy):	
If you are not the owner of this application, who do you believe is the owner and how can they be contacted? (phone / email)	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.	

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STEP FOUR – ADD PARENT APPLICATION ASSOCIATION

Add Parent Application Association	
Add Parent Application Association (By Developer, Functional Area or Name): [<i>There is an ability to record information for multiple interfaces or supported applications (includes imports and exports) and “Parent – Child” application relationships.</i>]	
Name:	<i>(Enter the complete and accurate application name)</i>
Version:	<i>(Enter version number)</i>
Acronym:	<i>(Enter application acronym)</i>
ISF ID:	<i>(This is the record identification number Information Strike Force (ISF) assigned to the application.)</i>
* Applications Found:	<i>(Select from drop-down choices.)</i>
Classification Code:	<i>(Select from drop-down choices.)</i>
Association Interoperability Level Code:	<i>(Select from drop-down choices.)</i>
Comments:	<i>(Enter comments as appropriate.)</i>
Association Interface Status:	<i>(Select from drop-down choices.)</i>
<i>Repeat the entry sequence for as many associations as are required.</i>	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.	

STEP FIVE – ASSOCIATED APPLICATION DATABASE

Associated Application Database	
* Name:	<i>(Enter the complete and accurate application name)</i>
Nomenclature:	
* Acronym:	<i>(Enter application acronym)</i>
* Owner Organization (Code):	<i>(This is the record identification number Information Strike Force (ISF) assigned to the application.)</i>
Description:	
* Version:	<i>(Enter version number)</i>
* Release Date (mm/dd/yyyy):	<i>(Enter version number release date)</i>
Type:	
Database Type:	
* Composite Security Classification:	
* Required Clearance:	
Group:	
* User Access Restrictions:	
Database Primary Function Area:	
Notes:	
<i>Repeat the entry sequence for as many associations as are required.</i>	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.	

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STEP SIX – ASSOCIATED APPLICATION DATABASE

Application Rationalization Questionnaire		
Response By	Question	Notes/Rationale/Justification
* 1 (CDA/Owner)	Is this a joint/DOD/Federal Application? <i>(Select from drop-down choices.)</i>	
* 2 (CDA/Owner)	Is this a mandatory application? <i>(Select from drop-down choices.)</i>	
* 3 (CDA/Owner)	If this application is terminated, what is the impact to accomplish the function? <i>(Select from drop-down choices.)</i>	
* 4 (CDA/Owner)	Is there a designated successor application, or system, for this application? <i>(Select from drop-down choices.)</i>	
* 5 (CDA/Owner)	Are there multiple versions of this application in use? (How many and which is most current?) <i>(Select from drop-down choices.)</i>	
6 (CDA/Owner)	Does this application utilize any features of XML? If “Yes”, please explain. <i>(Select from drop-down choices.)</i>	
7 (CDA/Owner)	Are there plans to incorporate XML in this application? If “Yes”, please explain. <i>(Select from drop-down choices.)</i>	
* 8 (CDA/Owner)	Which of the following describes the architecture for your application? <i>(Select from drop-down choices.)</i>	
* 9 (CDA/Owner)	What is the operating system (OS) used on the client side? <i>(Select from drop-down choices.)</i>	INSTRUCTIONS: If the application runs on multiple OS, provide a response for each OS.
* 10 (CDA/Owner)	What is the operating system (OS) used on the server side? <i>(Select from drop-down choices.)</i>	INSTRUCTIONS: If the application runs on multiple OS, provide a response for each OS.
* 11 (CDA/Owner)	Does this OS you are using have vendor support? <i>(Select from drop-down choices.)</i>	
* 12 (CDA/Owner)	What database management system (DBMS) are you using? <i>(Select from drop-down choices.)</i>	
* A (CDA/Owner)	Does this application use internal or external database(s)? <i>(Select from drop-down choices.)</i>	
* B (CDA/Owner)	Name each external independent database (databases this application feeds) <i>(If selected, narrative entry to include the name of the external database(s) that this application serves is mandatory).</i>	
* C (CDA/Owner)	Name each external dependent database (external databases that provide data to this application) <i>(If selected, narrative entry to include the name of the external database(s) that serve this application is mandatory).</i>	
* 13 (CDA/Owner)	Does the DBMS you are using have vendor support? <i>(Select from drop-down choices.)</i>	

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* 14 (CDA/Owner)	Is this application DITSCAP certified? (Note: If certified, for proper scoring, answer A-H completely)? <i>(Select from drop-down choices.)</i>	
* A (CDA/Owner)	Does the application have an approval to operate? (ATO/IATO) <i>(Select from drop-down choices.)</i>	
* B (CDA/Owner)	What is the ATO/IATO expiration date? (mm/dd/yyyy)	<i>(Enter the appropriate expiration date.)</i>
* C (CDA/Owner)	Does the application have a system security accreditation agreement (SSAA)? <i>(Select from drop-down choices.)</i>	
* D (CDA/Owner)	What is the SSAA expiration date? (mm/dd/yyyy)	<i>(Enter the appropriate expiration date.)</i>
* E (CDA/Owner)	Does the application have approval to operate at each site where used? (ATO/IATO based on user site responses) <i>(Select from drop-down choices.)</i>	
* F (CDA/Owner)	What is the ATO/IATO expiration date? (based on user site responses (mm/dd/yyyy)	<i>(Enter the appropriate expiration date.)</i>
* G (CDA/Owner)	Does the application have a type system security accreditation agreement (TSSAA)? <i>(Select from drop-down choices.)</i>	
* H (CDA/Owner)	What is the TSSAA expiration date? (mm/dd/yyyy)	<i>(Enter the appropriate expiration date.)</i>
* 15 (CDA/Owner)	For a GOTS Application (COTS will be answered by UIC) Provide costs for both a single site and multiple sites (all costs should be in current FY \$K (thousands)	
* A Single (CDA/Owner)	What is the total cost of ownership for this application at a single site?	<i>(Enter the appropriate cost data.)</i>
* A Multi (CDA/Owner)	What is the total cost of ownership for this application for multiple sites?	<i>(Enter the appropriate cost data.)</i>
* B Single (CDA/Owner)	What is the purchase price of additional hardware (Servers, transport, media, switches, routers, firewalls, etc?) Needed to use this application at a single site?	<i>(Enter the appropriate cost data.)</i>
* B Multi (CDA/Owner)	What is the purchase price of additional hardware (Servers, transport, media, switches, routers, firewalls, etc?) Needed to use this application for multiple sites?	<i>(Enter the appropriate cost data.)</i>
* C Single (CDA/Owner)	What is the purchase price of application licenses for a single site?	<i>(Enter the appropriate cost data.)</i>
* C Multi (CDA/Owner)	What is the purchase price of the application licenses for multiple sites?	<i>(Enter the appropriate cost data.)</i>

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	* D Single (CDA/ Owner)	What is the internal development cost for this application at a single site?	<i>(Enter the appropriate cost data.)</i>
	* D Multi (CDA/ Owner)	What is the internal development cost for this application for multiple sites?	<i>(Enter the appropriate cost data.)</i>
	* E Single (CDA/ Owner)	What is the transition cost (vendor training, user training, etc.) for this application at a single site?	<i>(Enter the appropriate cost data.)</i>
	* E Multi (CDA/ Owner)	What is the transition cost (vendor training, user training, etc.) for this application for multiple sites?	<i>(Enter the appropriate cost data.)</i>
	* F Single (CDA/ Owner)	What is the estimated cost of annual maintenance associated with ownership of this application at a single site?	<i>(Enter the appropriate cost data.)</i>
	* F Multi (CDA/ Owner)	What is the estimated cost of annual maintenance associated with ownership of this application for multiple sites?	<i>(Enter the appropriate cost data.)</i>
	* G (CDA/ Owner)	Does the government own the source code? <i>(Select from drop-down choices.)</i>	
16	(CDA/Owner)	What procurement award method was used to acquire a specific GOTS development or support contract? <i>(Select from drop-down choices.)</i>	
17	(CDA/Owner)	Answer sub-questions A-B for GOTS Application Development Support.	
	A Single (CDA/ Owner)	What is the period of the contract for GOTS single-year (include base year plus the number of option years. Actual to and from dates must be identified for the base period and the option year periods)	<i>(Enter the appropriate contract period.)</i>
	A Multi (CDA/ Owner)	What is the period of the contract for GOTS multi-year (include base year plus the number of option years. Actual to and from dates must be identified for the base period and the option year periods)	<i>(Enter the appropriate contract period.)</i>
	* B (CDA/ Owner)	Provide contact information for either the DON technical point of contact and/or contracting officer's representative for this GOTS contract. <i>(Required at Step 3 of the Wizard)</i>	
	* Sign	I certify that the above questionnaire is complete and accurate to the best of my knowledge. <i>(Select from drop-down choices.)</i>	
Note: All questions identified with an asterisk (*) are mandatory and must be completed.			

12. FAM Combined Application and Database Rationalization Scorecard

Application Evaluation Criteria – Business Value (Mandatory for Mid-Term Application Rationalization)					
Line #	DADMS Ref #	Question	Criteria	Weight	Calculations (Business Logic)
1	Step 6 # 1	Is this a Joint /DOD/Federal Application?	?? 10 = Yes ?? 0 = No	Orig 1.0	If the CDA response is “Yes” then the score for this question is 10.
2	Step 2 # 4A	What is the current number of USERS for this application?	?? 10 = Number of users > 10,000 ?? 5 = Number of users between 5001 and 10,000 ?? 3 = Number of users between 501 and 5000 ?? 0 = Number of users Less than 501 users	Mod (2.0) Does not speak directly to business value.	For a single application, numbers of users for multiple UIC responses are combined when implementing the scoring criteria. For example if UIC has 5,000 users for an application and UIC 2 has 6,000 users for that same application, the application is considered to have 11,000 users, and receives a score of 10 (11,000 > 10,000).
3	Step 6 # 2	Is this a mandatory application?	?? 10 = Federal Government mandate ?? 10 = Legal obligation ?? 10 = Legal requirement (contract) ?? 10 = Treaty with a sovereign nation ?? 10 = Status of forces agreement (SOFA) ?? 7 = DoD mandated ?? 5 = Department of the Navy mandated ?? 1 = Required by local commander ?? 0 = Application is not mandatory	Mod (2.0) Mandatory app indicates business value.	The score for this question is based on the CDA's response, and is between 0 and 10.

12. FAM Combined Application and Database Rationalization Scorecard

Application Evaluation Criteria – Business Value (Mandatory for Mid-Term Application Rationalization)					
Line #	DADMS Ref #	Question	Criteria	Weight	Calculations (Business Logic)
4	Step 6 # 3	If this application is terminated, what is the impact to accomplish the function?	?? 10 = Safety of personnel or damage to the environment ?? 9 = Severe Navy-wide mission impairment ?? 7 = Severe impact of local mission ?? 5 = Loss of efficiency ?? 5 = Lower quality of life ?? 5 = Significantly higher cost to operate ?? 2 = Inconvenience ?? 0 = No impact	Mod (2.0) Impact to business function speaks directly to business value.	The score for this question is based on the CDA's response, and is between 0 and 10.
5	Step 2 # 5	Do you use another application within the same Echelon II that performs similar functions to this one?	?? 10 = No ?? 0 = Yes	Mod (0.5) Redundant with line item # 6	In the case of multiple UIC responses, any single "Yes" response will cause this item to be scored at 0, because the existing of even one "Yes" response indicates other applications that provide similar functionality to the application in question.
6	Step 2 # 6	Do you know of another application within the same Echelon II that performs similar functions to this one?	?? 10 = No ?? 0 = Yes	Mod (0.5) Redundant with line item # 5	In the case of multiple UIC responses, any single "Yes" response will cause this item to be scored at 0, because the existing of even one "Yes" response indicates other applications that provide similar functionality to the application in question.
7	Step 6 # 4	Is there a designated successor application, or system, for this application?	?? 10 = No ?? 0 = Yes	Mod (2.0) A designated successor lowers value.	If CDA response is "No" then the score for this question is 10.
8	Step 6 # 5	Are there multiple versions of this application in use? (How many and which is most current?)	?? 10 = Single version ?? 5 = Two versions ?? 0 = More than two	Orig 1.0	The number of application versions identified by the CDA will determine the score this item, from 0 thru 10.

12. FAM Combined Application and Database Rationalization Scorecard

Application Evaluation Criteria – Business Value (Mandatory for Mid-Term Application Rationalization)					
Line #	DADMS Ref #	Question	Criteria	Weight	Calculations (Business Logic)
9	Step 2 # 4A Step 2 # 4C	Two questionnaire questions contain the required information for this score. 4A: What is the current number of USERS for this application? 4C: When fully deployed, what is your best estimate of the planned number of USERS who will use this application? The scoring question is: Number of actual application users per site divided by the number of planned application users per site.	?? 10 = Ratio is .76 to 1.00 ?? 5 = Ratio is .51 to .75 ?? 3 = Ratio is .21 to .50 ?? 0 = Ratio is .00 to .20	Orig 1.0 .	For a single application, numbers of current users for multiple UIC responses are combined when implementing the scoring criteria. For example if UIC has 5,000 users for an application and UIC 2 has 6,000 users for that same application, the application is considered to have 11,000 users. For the same application, numbers of planned current users for multiple UIC responses are combined when implementing the scoring criteria. For example if UIC has 8,000 planned users for an application and UIC 2 has 12,000 planned users for that same application, the application is considered to have 20,000 planned users. Scores are derived for each UIC response. The application's score would then be arrived at by dividing actual users (11,000) by planned users (20,000), or $11,000/20,000 = 0.55$, resulting in a score of 5.
10	Step 4	Is this a Navy / USMC / Echelon II standard application?	?? 10 = Yes ?? 0 = No	Orig 1.0	If any UIC response is "Yes" then the score for this question is 10, because it only takes one "Yes" for the application in question to be part a larger system or is an Echelon II application.
Normalize results based on the <u>sum of the actual weighted values</u> for each question asked (numerator), divided by the <u>sum of the maximum potential weighted values</u> for each question asked (denominator), and multiplying the quotient by 10, using the following equation:				Total Value Business Score <i>(Plot on quad chart)</i>	
Sum of Assigned Values Based on Answer for each Question Asked X Weighted Value Sum of Maximum Potential Values for each Question Asked (normally 10) X Weighted Value [then Quotient X 10 and enter above]					

12. FAM Combined Application and Database Rationalization Scorecard

Application Evaluation Criteria – Technical Value (Mandatory for Mid-Term Application Rationalization)					
Line #	DADMS Ref #	Question	Criteria	Weight	Calculations (Business Logic)
11	Step 6 # 8	Which of the following describes the architecture for your application?	?? 10 = TFW three tier architecture ?? 7 = Web services architecture employing XML ?? 5 = Web services architecture employing non-XML ?? 4 = Thin client architecture ?? 2 = Fat-client server architecture ?? 0 = Other architecture (if selected provide name)	Mod (3.0) Modern architecture speaks directly to technical superiority.	CDA identified newer architectures that conform to DON Enterprise and Technical architectures receive a high score.
12	Step 6 # 9	What is the operating system (OS) used on the client side?	?? 10 = Windows XP or 2000 ?? 10 = None, runs from a standard browser ?? 5 = Windows (other than windows XP or 2000) ?? 0 = Other (if selected provide OS name)	Orig 1.5	CDA identified applications with clients that conform to DON Enterprise and Technical architectures receive a high score.
13	Step 6 # 10	What is the operating system (OS) used on the server side?	?? 10 = Late version industry leading OS (Sun Solaris V8, HP UX V11, Windows 2000) ?? 6 = Old version industry leading OS such as (Sun Solaris V7, Windows NT V4.0) ?? 6 = Unix Variant ?? 0 = Other (if selected provide OS name)	Orig 1.5	CDA identified applications with servers that conform to DON Enterprise and Technical architectures receive a high score.
14	Step 6, # 11	Does this OS you are using still have vendor support available?	?? 10 – Supported by the vendor ?? 5 – Support available from 3rd party, if vendor does not support the current version ?? 0 – Not supported by the vendor or 3rd party	Orig 1.0	CDA identified vendor support is a critical necessity and adequate OS support results in a high score.

12. FAM Combined Application and Database Rationalization Scorecard

Application Evaluation Criteria – Technical Value (Mandatory for Mid-Term Application Rationalization)					
Line #	DADMS Ref #	Question	Criteria	Weight	Calculations (Business Logic)
15	Step 6, # 13	Does the DBMS you are using still have vendor support available?	?? 10 – Supported by the vendor, or no database required ?? 5 – Support is available from 3rd party, if vendor does not support the current version ?? 0 – Not supported by the vendor or 3rd party	Orig 1.0	CDA identified vendor support is a critical necessity and adequate DBMS support results in a high score.
16	Step 6, # 12	What database management system (DBMS) are you using?	?? 10 = Standard DMBS is used (e.g. Informix, Oracle, Sybase, SQL Server) ?? 7 = No DBMS is used, or is not required ?? 0 = Non-standard DMBS is used	Orig 1.5	CDA identified DBMSs that conform to DON Enterprise and Technical architectures receive a high score.
17	Step 6, # 14	Is this application DITSCAP certified?	?? 10 – DITSCAP and type SSAA (ATO or IATO) ?? 0 – No IATO	Mod (4.0) DITSCAP cert indicates advanced system.	CDA identified DITSCAP certified applications are considered most secure and therefore receive the highest score. IATO certified applications are considered somewhat secure and receive a moderate score.
Normalize results based on the <u>sum of the actual weighted values</u> for each question asked (numerator), divided by the <u>sum of the maximum potential weighted values</u> for each question asked (denominator), and multiplying the quotient by 10, using the following equation:				Total Value Technical Score (Plot on quad chart)	
Sum of Assigned Values Based on Answer for each Question Asked X Weighted Value Sum of Maximum Potential Values for each Question Asked (normally 10) X Weighted Value [then Quotient X 10 and enter above]					

13. Sample Application Rationalization Quad Chart Scoring Worksheets

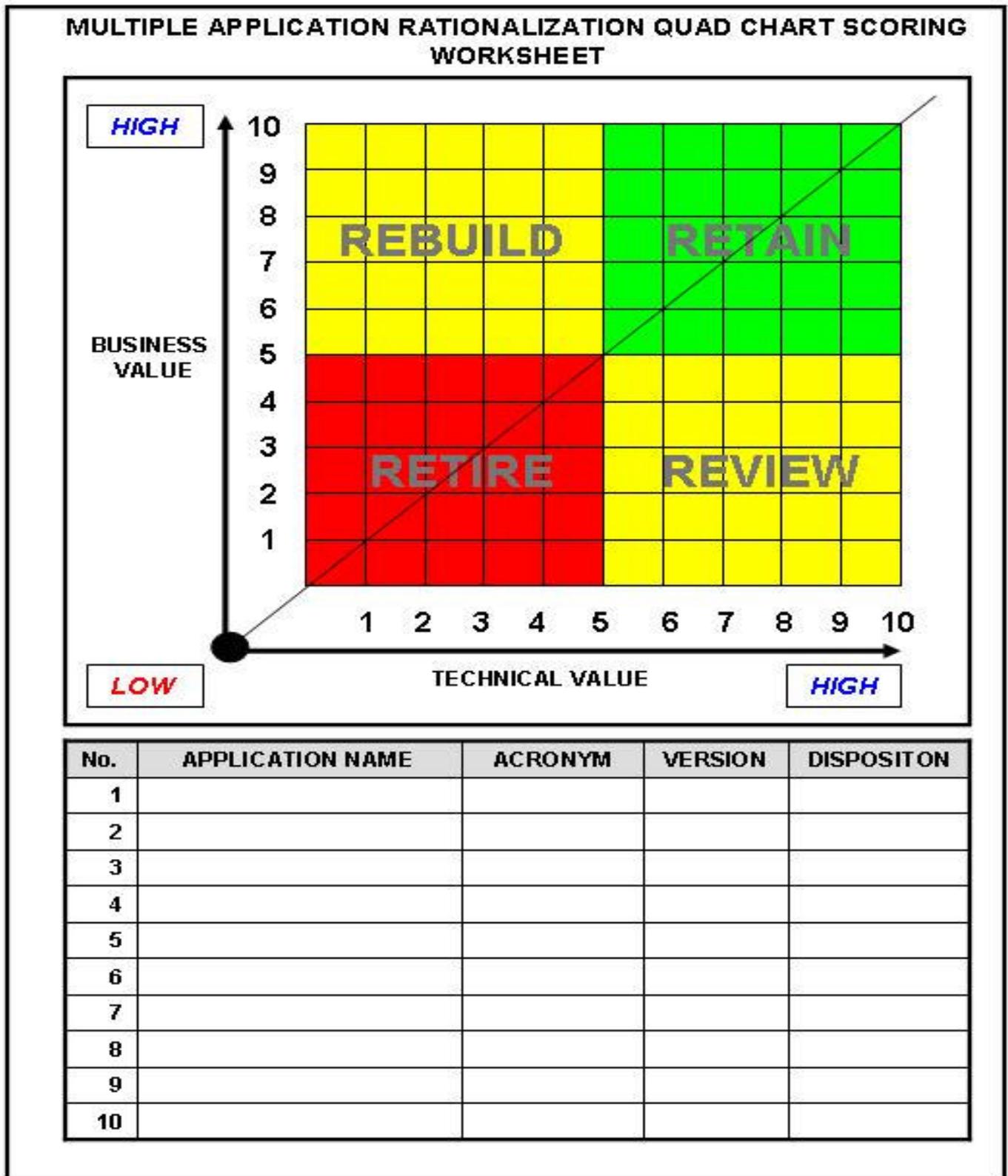


Figure 4, Sample Multiple Application Rationalization Quad Chart Scoring Worksheet