

25 September 2003

NMCI Application Ordering Process  
(Effective 1 OCT 2003)

1. Navy sites review the application catalog in ISF Tools to generate their rationalized list. The application catalog is comprised of FAM Approved, Allowed with Restriction (AWR) and Disapproved applications. There are also applications flagged as "Not Reviewed" (new adds in both databases waiting FAM disposition). Review comments for available information concerning these AWR applications.
2. Sites select desired applications for their rationalized list using only Approved or Allowed with Restrictions (AWR) applications. NOTE: Allowed with Restriction (AWR) applications should not be selected if the restriction is to a single UIC unless it is the site's UIC. Also check the comment section for restricted use to an individual, such as legal or foreign sales. To determine whether there is an approved or AWR version of a Disapproved application, a search is conducted within the ISF Tools application catalog and the command is linked to that application. After it is on the command's rationalized list, the command will need to submit a new Request for Service (RFS) and a Waiver in DADMS for AWR applications when the restriction does not allow the requesting command's use of the application.
3. Applications or versions not found in ISF Tools must first be entered into DADMS and a DADMS ID # obtained. This should be done at the Echelon II level.
4. The Echelon II FAM POC should perform a search in DADMS for the required application.
  - a. If the requested application and version is FAM Disapproved, the Echelon II FAM representative should review the reason for disapproval and the alternate/replacement application recommended by the FAM. If the FAM recommended application can not be used by the command then a waiver should be submitted IAW Echelon II policies regarding access and privileges within DADMS using the guidance contained in the "Policy and Guidance" section of DADMS home page. Waiver justification must be provided along with the entire application questionnaire in DADMS in order for application to be considered by the FAM for addition to the FAM's portfolio of applications and use at the requesting command and/or by the Navy Enterprise.
  - b. If the requested application including version number cannot be found in DADMS, then using guidance contained in the "Policy and Guidance" section of DADMS home page, submit the new application/version with justification in DADMS. New add portion of the questionnaire and the application questionnaire must be

completed in DADMS in order for application to be considered by the FAM for addition to the FAM's portfolio of applications and use at the requesting command.

- c. Immediately after receiving a DADMS ID number in 4 (b), the Echelon II should enter the exact same application, into ISF Tools. After NADTF verifies that these entries are exactly the same, the DADMS ID will be added to the comment section. Sites can then map this application to the appropriate rationalized lists and seats. FAM Status remains "Not Reviewed" (this allows NMCI transition process to proceed while pending FAM decision but application will not be distributed on NMCI until FAM Approved or AWR).

5. Commands should coordinate with their applicable Echelon II designated POC to ensure that the Echelon II supports the waiver and/or addition of new application before proceeding with these processes.

6. Echelon II Command Information Officer (CIO) should review and coordinate with CDA and the applicable command's Echelon II FAM representative to complete the questionnaire in DADMS along with the waiver and/or new add justification. Any questionnaire submitted for an application on NMCI should identify NMCI as its network via the DADMS pull-down menu.

7. Echelon II CIO, or their designated representative, reviews and signs the questionnaire and waiver within 5 working days. FAMs review and make a disposition on the application in DADMS (i.e. either "Approve", "Allow with Restrictions" (AWR) or "Disapprove") within 5 working days of receipt of a completed questionnaire. The clock is stopped if the application is placed within the insufficient info box within DADMS. This signifies required additional action by Echelon II before FAM can take action.

8. Until an automated interface between ISF Tools and DADMS is established, NADTF monitors DADMS for FAM decision and updates ISF Tools with FAM decisions within 48 hours. If approved, the application will be processed for distribution on NMCI once it is linked to the site's rationalized list with a valid RFS. If disapproved, the application will be noted as disapproved in ISF Tools and removed from any application mappings. Disapproved applications will not reside on either the NMCI seat or legacy seat (dual desktop).