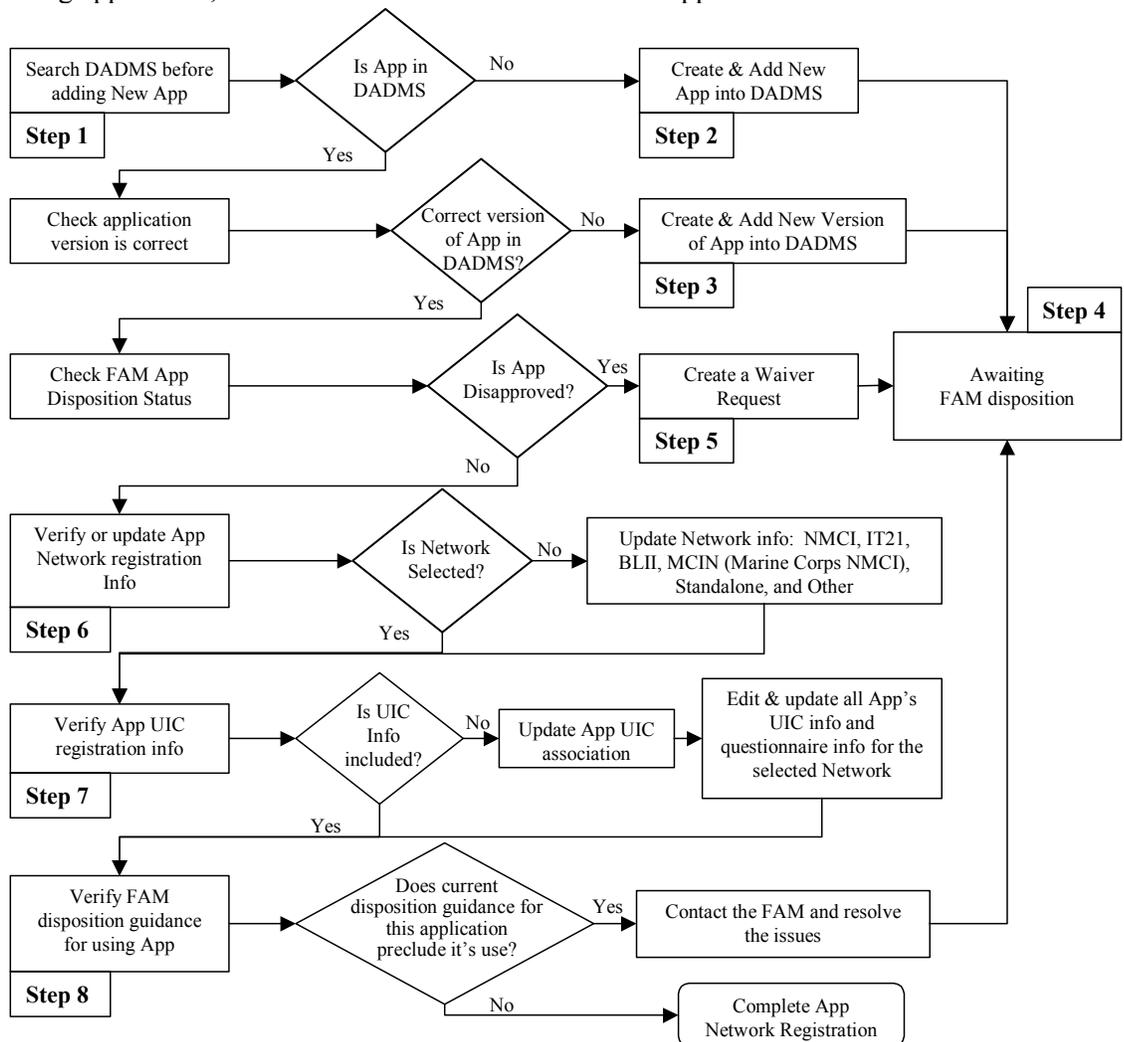


**NMCI Classified (Secret) Network Applications – Obtaining FAM Approval**

Following procedures should be used for documenting and obtaining Functional Area Manager (FAM) approval for applications already transitioned or to be transitioned for use on the NMCI Classified (Secret) Network.

DADMS is designed to track unclassified and classified applications used on Naval Networks; i.e., NMCI, IT21, BLII, MCIN (Marine Corps NMCI), Standalone and other. Network information is primarily captured in Application Core Information Screen (Step 1 of application questionnaire) and UIC Questionnaire (Step 2 of application questionnaire).

Only Echelon IIs with FAM user group “APM” and “QST” privileges are permitted to add a new application, revise an existing application, or waive a FAM Pre-Rationalization disapproved applications. The “APM” and “QST” privilege is assigned by an individual FAM administration point of contact (POC). Echelon IIs must use the DADMS Global Search function to add a new application, create a new version of an existing application, or waive a FAM Pre-Rationalization application. See the chart below.



**DO NOT ENTER CLASSIFIED INFORMATION IN DADMS - UNCLASSIFIED DESCRIPTIONS AND NAMES ONLY**

**Step 1.** Search for application in DADMS using Global Search option on the FAM, Echelon II or CDA main screen. This option is located at the top title bar, and user needs to enter search text into the “Search Option” box. User can enter keyword as part of the application name or DADMS identification code. User must click “Go” button to activate the search. The search result will return possible match with application status and rationalization code. For example in Mid-Term Rationalization Process, 1-R means FAM approved application, 2-R means the application is FAM allowed with restrictions, 3-R through 7-R means the application is “In Process” (questionnaire is being completed so FAM can consider the application), and 8-R means the application is FAM disapproved. Additionally in the FAM short term and pre-rationalization process, 9-P means the application was discarded in the FAM short term or in pre-rationalization process.

An alternative search option, that only searches Rationalization, is also available for searching more complex conditions. This Alternate “Search Options,” can be found on the left hand panel of the FAM, Echelon II or CDA main screen. User can use application name, acronym, description, RFS ID, UIC, functional area and many other combinations to search the application. (Note, however, that Alternate Search Option only checks for applications that made it into the Mid-Term Process vice all applications. If you are not sure your application made it that far, then you should use the global search and it’s Name or ID Number options.)

**Step 2.** For “Create New Application”, the user must complete the questionnaire (Steps 1 through 6 of the application questionnaire and the New Application Justification Questionnaire). After the CDA has signed Step 6 of the application questionnaire, the command (UIC) has signed step 2 of the application questionnaire, the applicable Echelon II for the command (UIC) requesting the use of the application has signed step 2 of the application questionnaire and the New Application Justification Questionnaire and the application will appear in the applicable functional area manager’s 5-Day box for final disposition (either approving, allowing with restriction or disapproving the application).

**Step 3.** For “Create New Version”, the user must review and update Steps 1 through 6 of the application questionnaire if completed under the previous version, and complete the New Version Justification Questionnaire. Once the CDA has signed Step 6 of the application questionnaire, the command (UIC) has signed step 2 of the application questionnaire, the applicable Echelon II for the command (UIC) requesting the use of the application has signed step 2 of the application questionnaire and the New Application Justification Questionnaire, the application will appear in the applicable functional area manager’s 5-Day box for final disposition (either approving, allowing with restriction or disapproving the application).

**Step 4.** After the user has entered the new application or new version of an existing application into DADMS, the user must ensure the application has been added to ISF Tools with their UIC and RFS linked to the same version of the application. Once the automatic interface between DADMS and ISF tools is in place this action will no longer be required since entry into DADMS will suffice.

**Step 5.** If the application is “Disapproved” or “Pre-Rat Discard”, proceed as follows:

a. If the application is “Disapproved”, the user is required to complete the Waiver Questionnaire and review Steps 1 through 6 of the application questionnaire to ensure the information contained in the questionnaire is complete. Particular attention should be paid to completing the “Functional Description” and the “Description of the Business Process this Application Supports” (These descriptions must not contain classified information), the designation of Unclassified and/or Classified for each network selected, updating the number of users for each of the Unit Identification Codes (UICs) and their associated Unclassified and/or Classified networks using the application.

b. Once the user completes the Steps 1 through 6 of the application questionnaire and the Waiver Questionnaire (contained in Step 2 of the application questionnaire), the CDA has signed Step 6 of the application questionnaire, the command (UIC) has signed step 2 of the application questionnaire, the applicable Echelon II for the command (UIC) requesting the use of the application has signed step 2 of the application questionnaire and the Waiver Questionnaire and the application will appear in the applicable functional area manager’s 5-Day box for final disposition (either approving, allowing with restriction or disapproving the application).

**Step 6.** Verify application network registration information. User at this point needs to verify the application they have identified for use on both the Unclassified and Classified NMCI network. DADMS record network information at the application questionnaire step 1 or application core information screen. User can select the application from the search option search results. Under the “Network” option in application detail screen (Step 1 of the application questionnaire in DADMS), look for the desired network, NMCI. If the user does not have the correct privileges, he or she must update the UIC section of the application questionnaire by notifying the Echelon II to update the application questionnaire (see Step 7 below).

**Step 7.** Verify application UIC association registration information.

a. User must verify the UIC associated with the application also lists the classified (secret) NMCI network for usage. This information is captured in DADMS application questionnaire step 2. Go the application questionnaire step 2 and view all UICs associated with the application. If the UIC intended to use the application is not on the list, associate the UIC to the application by selecting the proper UIC from the UIC dropdown list. If the user does not have the correct privileges, he or she must update the network classification section of the application questionnaire by notifying the Echelon II to update the application questionnaire.

b. After a new UIC association is created. Users must fill out a complete UIC questionnaire to provide detail information for application usage to the specific UICs. If the user does not have the correct privileges, he or she must update the UIC section of the application questionnaire by notifying the Echelon II to update the application questionnaire.

c. If the current UIC is already associated with the application, the user must update the current UIC questionnaire to identify the network classification information for NMCI by selecting both Unclassified and Classified (Secret) network. If the user does not have the correct

privileges, he or she must update the network selection by notifying the Echelon II to update the application questionnaire.

**Step 8.** Verify FAM disposition guidance for using the application. Users are also responsible to verify the FAM's disposition guidance to make sure the application can be applied to the NMCI Classified (Secret) network. User can see FAM's guidance by selecting the application through the search option result screen. Read the detail FAM disposition guidance and reason codes for the application's usage. This step is mandatory for FAM "Allowed with Restriction" applications. Some of the reason codes restrict the application to a specific network or a specific UIC or functional usage. If any of these restriction codes prevent the command's (UIC) desired use of the application on the NMCI Classified (Secret) network, the command (UIC) is responsible to notify his Echelon II applicable FAM representative who will coordinate with the applicable FAM to update the guidance.