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# **MINUTES**

## **25 Sep 09 IBM Rational Suite Meeting**

*Sep 25, 2009*

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Contract GS-35F-0410R (1 Jul 08)  
HTC711-08-F-0038

Prepared By:  
Ross Technologies, Inc (RTGX)  
8825 Stanford Blvd, Suite 306  
Columbia, MD 21045

Version	Date	Description
Final	9/25/2009	Minutes from IBM Rational meeting

**Authors:**

(b)(6)

Ross Technologies

**Quality Control Review**

(b)(6)

Ross Technologies

September 28, 2009

MEMORANDUM FOR: IRMDR COR

FROM: Ross Technologies

SUBJECT: Minutes from 25 Sep 09 IBM Rational Meeting 1500-1630 hrs

ATTENDEES:

Rod Rodriguez, J6-AD  
Gary Hunt, J6-AD  
Jeff Harris, J6-AD  
Lon Huffman, J6-AD  
Tony Evanoff, J6-AD  
Mark McKeown, J6-PE  
Jim Johnson, J6-PE  
Ken Cumpton, J6-PE  
Chris Boerner, J6-PE

1. Mr. Boerner and Mr. Harris will work together and coordinate actions on the DIACAP process; each will work on their half and make sure it flows together. Mr. Rodriguez wants to do one ATO for the Rational Suite.
2. Mr. Johnson indicated J6-P would provide funding for "non-network" System Administrator.
3. 4 servers are being purchase (2 Sun UNIX boxes and 2 Dell's for Windows). These servers are a technical refresh for ITS.
4. Initially, users will be within the USTC domain, but it is expected that the user-base will eventually be DoD-wide. Contractor sensitive information dictates and need for development data base.
5. RePro will just be for DS PMO and support organizations within USTC.
6. Business rules for using ReqPro are TBD but access will be limited.
7. Mr. Hunt will be tasked to develop a project plan to include items such as:
  - a. IA controls and DIACAP.
  - b. Configuration requirements: servers needed vs. already have, operating systems, web application, database will be Oracle, and other support software.
  - c. Issues for attempting to place ITS and IBM Rational products on same boxes.
8. Details of IBM support were discussed and Mr. Cumpton stated that IBM provided a verbal commitment that they could provide 1 day of technical and configuration support.
9. J6-PE will double-check the countries where possible support would originate from so as to be sure and address any security concerns.
10. AMC-A3R was mentioned as a current RePro user.
11. AMC-AFCA uses System Architect.
12. AFNet move not less than a year from now.
13. Mr. Rodriguez, Mr. Johnson, and Mr. Hunt will designate members of a matrixed technical team for developing and building the configuration.
14. Mr. Hunt will cc email communications on the project to Mr. Johnson and vice versa.
15. The Rational Suite will be MAC level III, sensitive.
16. Requested deadline 1 Dec 2009, but this may not be achievable..

The meeting adjourned at 4:30 pm.

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Accepted  
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# **MINUTES**

## **11 Sep 09 COTR and PMs Meeting**

*Sep11, 2009*

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Contract GS-35F-0410R (1 Jul 08)  
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**Prepared By:**  
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Final	9/11/2009	Minutes from COTR meeting

**Author:**

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**Quality Control Review**

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September 11, 2009

MEMORANDUM FOR: IRMDR COR

FROM: Ross Technologies

SUBJECT: Minutes from 11 Sep 09 COTR and PMs Meeting 1130-1330 hrs

1. On 11 Sep (b)(6) of Ross Technologies met with Rod Rodriguez (IRMDR COTR) at Schiappas Restaurant.
2. Discussion centered around the new applications that are being considered for inclusion in the IRMDR Tool Suite. Possible events concerning hosting and maintaining the various applications were vetted to formulate courses of action.
3. Requirement to grant Manager role to people in J6-A for the WMT was discussed. J6-A people without CRIS accounts were being contacted, all others were being given evaluator roles. Earlier guidance that day from Mr. Rodriguez was that only three Manager roles should exist. Fact was everyone so far had Manager roles. Decision was to leave as is for now because implications of changing needed to be studied.
4. Discussion included CCB process and prioritization of projects. Customer perception is important and small incident was discussed for lessons learned.
5. Mr. Rodriguez indicated a tasking for FACCSM concerning SW maintenance costs. Mr. Harris will check with FACCSM.
6. Mr. Rodriguez wants Mr. Harris to check with Wes Schooley about any assistance they require in completing IA controls. Mr. Harris is to get with Mr. Schooley next week.
7. Reviewed the annual CRIS account validation process with Mr. Rodriguez. Reason was the existence of names used by WMT that were known losses more than a year ago. We explained that the Person Table was not the same data as the CRIS accounts table. Agreed to look into possible courses to better update Person Table. The In & Out Processing Tool was discussed as one possible way to keep up to date who is here and who's not on a daily basis. Mr. Hunt indicated there may be code left from a previous effort a couple of years ago to do and in and out processing application. We'll see if the code is still available.
8. The meeting adjourned at 1:30 pm.

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Amended  
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# **MINUTES**

## **18 Aug 09 System Architect Meeting**

*Aug 18, 2009*

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Contract GS-35F-0410R (1 Jul 08)  
HTC711-08-F-0038

Prepared By:  
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Version	Date	Description
Final	8/18/2009	Minutes from System Architect briefing at LMI

**Author:**

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**Quality Control Review**

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Ross Technologies



August 18, 2009

MEMORANDUM FOR: IRMDR COR

FROM: Ross Technologies  
TCJ6-AD

SUBJECT: Minutes from 18 Aug System Architect Meeting

1. On 18 Aug (b)(6) of Ross Technologies attended a briefing on System Architect at the LMI facility. Attendees included Trevor Bunch, Mike Leyva, Lee Halburt of LMI, Jason Tice, Matt Phillip, Matt Todd, Matt Berry, Nate Minshew, and Myles Bogner of Asynchrony, and Timothy Goodwin of Newberry Group.
2. The briefing slides are embedded as an enclosure to these minutes.
3. Asynchrony (with LMI subbed) has System Architect (SA) on an internal test bed for testing referential integrity of models
4. There are two configurations of System Architect being proposed; an R&D test bed at Asynchrony and a USTRANSCOM instance. The test bed at Asynchrony is using MS SQL Server; here it will use Oracle. The briefing covered two types of administration responsibilities; architecture management of J6-AO and hosting of J6-AD. It's not totally figured out yet how data will be extracted from CRIS tools and made available to System Architect. While it was not mentioned the diagrams indicate that data will be accessed through Systinet as well. LMI uses a bootleg macro to transfer data now; but LMI will maintain an XPDL macro.
5. It has not been determined where SA will reside. The options thrown out were AF network or DISA. The thick client will be loaded on USTC machines so it will need to pass the USTC test bed and security. Authentication methods were not described in detail. There was no mention of siteminder only NT authentication and database methods such as with Oracle. No one was sure how the database will be locked down.
6. Three types of licenses are being studied; shared licenses for the thick clients to do development work, shared XT read/write licenses for PMs to update their systems data, and shared XT read only licenses for executives and analysts. The ACSRD does not reflect the license requirements that were presented.
7. XT uses something like AJAX to realtime connect and do updates; Asynchrony/LMI will R&D XT before it used in USTRANSCOM.
8. Publisher XT uses a tree structure in generating web page content, whereas published static content in the base version requires some sort of web interface to be developed to

serve and access the content. XT also has ad hoc reporting features and can store and share content.

9. Encyclopedia Manager is effectively a database management tool. It uses BLOB data types for storing objects such as diagrams and symbols.
10. SA catalog manager manages user privileges; it is for user management.
11. It was mentioned that the database team was involved in the SA project, but that this was not the data modeling team in J6-AD, but Mike Gilchrist, Christy Boostrom, and Dan Dibble.
12. The client install allows the install of SQL Express, but given the use of a database server, this option would not be selected.
13. New version updates come out about every 6 months, and upgrades to all instances have to occur at the same time and after older versions are uninstalled, or else problems may result.
14. To install an upgrade about every six months, the whole application must be un-installed before the new version is installed. All users have to have the newest version at the same time because all must operate with the SAME version. Updates come out every 6 months USTC will have to determine how often they want to upgrade.
15. A BPM (Business Process Management) capability is being reviewed. Not sure of the progress or impact. It may involve SA, Systinet, CRIS, another tool, or integration of any of the aforementioned. They are looking at process workflow in CRIS from an OV 2/5 perspective, but they do not find it detailed enough in CRIS. They are also looking at standards for interfaces. They could see BPM flow data coming from CRIS, enhanced in a BPM tool, then exported back into other environments/tools such as CRIS or others.
16. There are several unanswered question and Trevor captured a few action items:
  - Who is actually tasked with the install responsibility? There was some question for the Government Instance if this would be government employees or Ross.
  - What is the anticipated hosting environment (DISA, TRANSCOM or a Component)? This goes to security controls that need to be followed and reciprocity that needs to be established.
  - With regards to the Software Acquisition Request – there were some concerns that Oracle licenses and hardware (dependency on hosting decision) were not included.
  - SA Product Mix – My understanding that the GFE Testbed at Asynchrony would include the XT Licenses, 1 Publisher; 1 SA Compare; 8 SA Enterprise Modeler+DoDAF Licenses. Government Site install would be the remainder of the SA Enterprise Modeler+DoDAF licenses, 1 Publisher and 1 SA Compare.

- Stored Procedures that user need run while within the modeling tool:  
CREATESNAPSHOT, GETHISTORYLOGGINGSTATUS,  
ENTITYEXISTSBYID, LOGENTITYHISTORYUPDATE,  
LOCKENTITYBYID, LOGFILESHISTORYUPDATE, GETNEXTID,  
PURGEHISTORY, GETFILESIZE, SAVEAUDITSETTING, DELETEBYID, &  
SAVECHANGECONFIG
- Trevor will send out system documentation under separate cover (though this should be considered an advanced copy of what IBM should transmit with the software)

17. The meeting adjourned at 2:30 pm.



Sys Architect Intro  
briefing 18 Aug

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# **MINUTES**

## **21-22 July 2009 EA Summit**

*July 27, 2009*

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Prepared By:  
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Final	7/27/2009	Minutes from Ross attendance at EA Summit

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**Quality Control Review**

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July 27, 2009

MEMORANDUM FOR: IRMDR COR

FROM: Ross Technologies  
TCJ6-AD

SUBJECT: Minutes from 21-22 July 2009 EA Summit

1. On 21 and 22 Jul (b)(6) of Ross Technologies attended the 2<sup>nd</sup> annual DPO Enterprise Architecture Summit at Four Points Conference Center, Fairview Heights, IL.
2. The agenda is embedded as an enclosure to these minutes. All Ross personnel attended all the briefings on 21 Jul from 7:30 registration to the Wrap Up and Adjourn at 5:00 pm. On the second day Mr. Harris attended the PM/Portfolio Managers Track A. At the last session he attended the Architects Track C, DODAF 2.0 by Michael Wayson and Steve Pierson. Mr. Hunt attended the Engineers/Developers Track D sessions. Mr. Pernell attended only the 21 July sessions. Mr. Evanoff attended the Architects Track C except for the last session when he attended Track D for Technical View of AMC's SOA Journey.
3. 21 July Keynote Address by Mr. Osborn.
  - Mr. Osborn presented an overview of the corporate vision. USTRANSCOM is as much an information broker as a transportation broker. JDDE was discussed in terms of 7 reference models, the Plan, Order, Ship, Track, Pay (POSTP) framework, and the proposed I Distribute portal were discussed. The conceptual architecture (POSTP) was achieved in Sep 08, the prescriptive architecture in Sep 09, and the Transitional architecture is being worked. The systems in these architectures are the operational systems; nothing like CRIS, etc. The concept of the Enterprise Integration Lab (EIL) was presented.
    - It is to be part of the AT21 (Agile Transportation for the 21<sup>st</sup> century) agenda.
    - It will mimic and test for the production environment.
    - Owned by the J3 and J5/4 and run by JDPAC.
    - Will model business processes and technology, including security, certification, and accreditation.
    - Also will be open to the components.
  - Mr. Osborn briefed the Corporate Services Vision Services Oriented Architecture (SOA) as the new architecture patterned after the Amazon.com business model. The SOA architecture will be used to eliminate redundancy and move the command from a system focus to a work flow (services) focus. Information is pulled from the JDDA-E. The goal is a common language through taxonomy.
4. GIG 2.0 and the Enterprise User by Dr. John Howard.
  - Mr. Howard on the GIG 2.0 says the goal is to use the CAC to login anytime and anywhere. It was described as focusing on net-centric architecture with more information available as [www.intelink.gov/wiki/GIG\\_2.0](http://www.intelink.gov/wiki/GIG_2.0).

5. DODAF 2.0 by Mr. Michael Wayson.
  - Mr. Wayson on DODAF 2.0 says there are 52 views now (called models) but you don't have to do all of them, only those your sponsor requires. For example, if JCIDS requires different than DODAF, do what JCIDS requires. System Architect is working to become compliant with DODAF 2.0. DODAF 2.0 was described as a meta-model that all architecture models must fit. A tool called UPDM was mentioned as compliant with versions 1.5 and 2.0.
6. Corporate Governance Process by Ms. Mary Parker.
  - A high level overview of the Corporate Governance Process (CGP) was provided. The process is covered in USTCI 90-6.
7. TRANSCOM JDDA-E by Mr. Rory Kinney.
  - The POSTP framework was described and it was mentioned it would be covered by I-Distribute, a work-centric portal. It is prescriptive and collaborative, supports JDDA-E reference models (governance, mission, performance, services, information, technology, programs, and initiatives).
8. Joint Forces Command Architecture by Mr. Nicholas Eremita.
  - JFCOM uses System Architect to keep their architecture updated.
9. AMC Enterprise Architecture by Mrs. Jo A. Brown-Leiker.
  - Mrs. Jo A. Brown-Leiker indicated AMC does not use System Architect. They use MS Office products to display their architectures so everyone can see them.
10. SDDC Architecture by Ms. Judy Buessink and Mr. Craig Loddeke.
  - They do not have much in the way of Enterprise Architecture, have little staff, and just started work. They have an Enterprise Services website, a single application hosting environment, and use SRDF software for real-time back-up and COOP at the DISA DECC.
11. JDDA-E Crosswalk by Mr. Steve Pierson and Dr. Myles Bogner.
  - Using a walk-through of an Enterprise Implementation Specification (EIS), Steve Pierson and Myles Bogner demonstrated how the System Architect will be used to display and relate JDDA operational requirements. System Architect performs metrics from SCORE and covers operational activities and information taxonomies.
12. 22 July Industry Keynote by Dan Craytor.
  - Microsoft's Mr. Craytor briefed about the move toward web 2.0 and cloud computing.
 

<u>Server Based</u>	<u>cloud</u>
Exchange server	exchange online
Sharepoint server	sharepoint online
XP/Vista OS	Azure OS – virtual OS based on Windows for the public cloud
  - Processor speeds are capped by heat limitations, so multicore processing was developed to overcome.

- Issues are concurrence and complexity. Cloud computing developed to leverage concurrence and complexity; can have client plus cloud computing, as well as other combinations. Can have public or private clouds and can combine with Services Oriented Architecture (SOA). Windows Azure was described as a cloud operating system that involved background provisioning, patching, etc. for customized applications.
- Current and future developments involve data center automation and Generation 3 and 4 computing that involve masses of automated provisioned computers in collections of 2,500 in shipping containers; such solutions can be scaled into different sizes and would take a modular approach.

### 13. Track Session A

- CSV Requirements Process & Governance by Maj Hunn.
  - Maj Hunn's presentation on CSV Requirements Process & Governance indicated the process isn't completely defined; especially the end part about how to evaluate whether the requirement was achieved like it was supposed to be. See the CRIS recommendations/impacts paragraph.
- Exploring Semantic Technologies by Tony Stirtzinger.
  - Mr. Stirtzinger's presentation on Semantic Technologies was just one of several places where it was stated that CRIS architecture data was moving to System Architect. I'm not sure if this is an application or system or what but it was demonstrated as a tool for the requirements management process. This application matches key words in requirements submitted to RqMT with key words in Joint Capability Statements or operational activities to show the analysts what systems and activities are affected by the requirement. Wait for Phase II of this product.
- EIS: Capturing & Communicating Solutions to Achieve JDDE Operational Capabilities by Dr. Myles Bogner and Craig Martin.
  - Dr. Bogner talked about the Enterprise Implementation Specification (EIS). This document is supposed to be the specifics that can be handed off to the developer so they can develop a solution to some requirement. The total brief wasn't given because so many questions were being asked at the start. The EIS is not so mature. It also might be a watered-down version of JCIDS. Need to research this a little.

### 14. Track Session C

- Live JDDA-E Reference Models Walk-Through by Dennis Strong.
  - Mr. Strong in the JDDA-E Reference Models Walk-Through brief indicated the JDDA-E is a fully usable and actionable blueprint for implementing the Corporate Services Vision. The architecture is being developed in 3 phases - Conceptual Architecture, Prescriptive Architecture, and Transition Architecture. It contains seven reference models:
    - Governance - specify the processes and structures, provide organizational structures, measure the enterprise performance, manage risk, and ensure compliance.
    - Mission - describes the USTC mission operations and provides a framework for functional view of the organization, i.e., POSTP.
    - Performance - describes how to measure.



- Program and Initiative (PIRM) - inventories investments within the JDDE. Demonstrates how each Program and Initiative (PI) contributes to accomplishing the JDDE missions through alignment to the JDDA-E RMs.
- Service - defines what a service is, its attributes, and its role in SOA. Relates to BPM and policies. Links into Systinet. Contains templates including SLA. Provides deploy and decom processes.
- Information - defines the data description, context, and exchanges required to populate the services. Includes message templates. Links to CRIS.
- Technical - defines technical standards and profiles.

#### **Q&A**

- Many dupes from Defense Information Standards Repository (DISR) in JDDA -- how is this being addressed? USTC has a DISR liaison to keep products in sync.
  - Does the J3 use the JDDA-E? Currently used by J3.
  - Is there a query tool? System Architect has a limited query tool. A robust query tool coming online in 2-3 months.
- Operationalizing Architecture by LtCol Chad Raduege.
    - LtCol Raduege's brief on Operationalizing Architecture was about GIG 2.0 which is under control of USSTRATCOM. GIG 2.0 is designed to move away from a request for info paradigm and a need to share info to an information centric environment.

#### **GIG 2.0 Goals**

- Enterprise e-mail.
- Move away from service centric -> joint NOSC, a seamless joint network.
- From multiple intranets of current GIG to a single information environment.
- Centered on supporting the warfighter and mission partners.
- Information and Services "from the Edge".
- Unity of command.
- Common policies and standards.
- Include policies, procedures and governance for common identity-based access systems, naming conventions, data standards, and C2 relationships for unity of command.

- DODAF 2.0 by Michael Wayson.
  - Mr. Wayson and Mr. Pierson talked about DODAF 2.0 and how USTRANSCOM's way of doing things dovetails with DODAF. I noted a slide that had the following: "JDDA-E reference models and artifacts are migrating to System Architect as recognized commercial architecture tool conforming to industry standards".

#### **15. Track Session D**

- Enterprise Engineering: Enabling the Corporate Services Vision by Dr. Leon Wilson and Craig Martin.
  - Described as governance of programs, but more of a facilitating rather than top-down approach.
  - Would support "builders" with net-centric emphasis.
  - Involves communication and feedback among programs and architects.

- The concept of the EIL was mentioned again and it was stated that JDPAC would run it.
- Mr. Bob Crumpton expressed a deep concern about programs being told what to do since they're accountable for implementation, support, and sustaining, but not engineering.
- Technical Governance and the JDDE Developers Website by Tony Cincotta and Craig Martin.
  - Technical governance facilitates at the enterprise level and only happens where systems cross organizations and programs.
  - The website uses widgets and they can be dragged down.
  - Tests WSDLs for compliance and contains governance policies.
- Engineering Data Exchanges by Dan Dibble and Christy Boostrom.
  - An overview of information reference modeling was provided. Other items covered were the DPEIDM logical data model (LDM) and standard and proposed terms.
  - A demonstration of the DEIM application was also given.
- The Highs, Lows and Technical Challenges...A Technical View of AMC's SOA Journey by Scott Borchers.
  - Mobility Enterprise Information Services (MEIS) was presented. It was described as a v3.0 environment of URLs and WSDLs and an XML document cache utilizing a UUID (universally unique identifier). The UUID allows users to pull data from systems apparently without necessarily adhering to models. MEIS arose from a need for interoperability.
  - Aviation uses ORM and uses and pulls provided services.
  - Afterwards I asked about what software they were using or proposing to use for SOA, since I had been previously aware they were testing Ping Federated. I was informed that issue was on the back burner and still was not decided on and the Ping Federated probably would not be used.
  - Mr. Borchers' presentation of the Highs, Lows, and Challenges of a Technical View of AMC's SOA Journey had the following lessons learned:
    - Enterprise integration not simple.
    - Services have to be accredited – should not have to occur every time there is a new subscriber.
    - Cross domain services.
    - How to handle service changes – no solution.
    - How to move from systems to services.
    - AMC currently has 7 services and is working on a SOA Shared vocabulary.
    - AMC does not have a COTS product for SOA.
    - AMC used an application architecture approach.
    - COI – community of interest.
    - MEIS – mobility enterprise information services.
    - They need to develop a notification service.

16. Panel Discussion (Bob Crumpton, John Rogers, Michael Ball, Judy Beussink, Dennis Nadler).

- What are the issues with implementing the CSV was the first and main issue discussed.
- One concern was governance under SOA and making service available to others having to change services to do so.
- Another concern was the expectation of near-real-time performance.
- A systems versus SOA focus was discussed.
- Ms. Beussink from SDDC posed that since their organization is small it may provide them with flexibility to adapt.
- Mr. Nadler indicated that services could be identified from: (1) The top down and (2) A review of what we already have.
- Other issues were raised about accreditation of services, interfaces, etc; this process will have to change; for example, AMC recertifies with each use, and it was suggested that certifications should be blanket in that once a service is certified it stays so with each use.

17. CRIS recommendations/Impacts:

- Perform a more comprehensive review the “circle of life/wheel” of the CSV and identify any ways we could develop additional applications/tools to support the various phases.
- Review the POSTP framework and see how that could be supported:
  - Could systems and services be mapped to the POSTP and/or could we adapt or build applications to support this?
  - Could the redesign of CRIS use the POSTP as framework for its new structure or are there other ways CRIS applications to accommodate or build on the POST?
- Due to a last minute change of the agenda, I was not able to attend the I-Distribute session, but given what I have heard, we will need to coordinate with what direction that takes. It was described as taking on a portal concept, which was something I have been thinking of applying to the CRIS redesign. In any case, we will need to learn about I-Distribute’s functionalities, content, and structure. In that way, we can address any integration and/or commonalities to serve as a possible template for CRIS and the IRMDR tool suite as it moves forward.
- We have been and will be engaging Booze Allan Hamilton on the JDDE Developers website since it will run on top of Systinet.
- System Architect poses a series of questions in terms of our role and how it is to be tested, stood up, configured, served, and integrated with existing CRIS (IRM) data models and front-end applications.
- The Enterprise Integration Lab (EIL) has apparently been a recently developed concept that I had just heard about (without a name) prior to it being presented at the conference. It is something of a response to the slow process of getting IT solutions (hardware and software) tested and approved for the USTRANSCOM network. It was stated it would be owned by the J3 and J5/4 and ran by JDPAC. Given the apparent recency of this proposed concept, we could see how set in stone this is, and address ramifications for our interactions with the J6-O who currently supports the process, as well as how the EIL could effect of scope for support reviews of J6-A software for the tool suite. Given our scope and past learnings, we may be positioned to participate in future EIL activities.

- Impacts
  - JDDA-E reference models and artifacts are migrating to System Architect as recognized commercial architecture tool conforming to industry standards.
    - The System Information and Operational Architecture Information applications (i.e., tools) will no longer be needed.
    - A great deal of data will not need to be in CRIS; but if it's kept it will not be maintained. For example, will PMs maintain CRIS and System Architect so the CPRP applications have data to work with.
- Recommendations
  - Open CRIS database to additional customers who need the capabilities of a data base and the support for their application that J6-AD offers.
  - Meet with J6-I RqMT POC and see if an enhancement to RqMT is needed to capture and track the Execution and Effects step of the Corporate Governance Process.

*"signed"*

(b)(6)

Ross Technologies

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Attachment:



EA Summit Agenda

cc:

Mr. Bingham

*Handwritten initials*  
June 29, 2009

MEMORANDUM FOR TCJ6-AD (IRMDR PM)

FROM: Ross Technologies  
TCJ6-AD

SUBJECT: Minutes of Meeting w/Maj Gaffney (TCJ6-IM) on New CRIS Requirement

1. On 29 Jun (b)(6) of Ross Technologies met with Maj Gaffney and Mr. Tasso from TCJ6-IM at 10:00 am in the Alpha CR to discuss the format that documentation is stored in CRIS and creating sub-folders for various subject areas.
2. Maj Gaffney and Mr. Tasso want to capture Klinger-Cohen requirements for USTRANSCOM systems through a series of 11 questions similar to what is done in FISMA. The system PMs would indicate their systems' compliance with the questions and input document name and paragraph number that covers the compliance. Respective PMs would only be able to see their own community's information. Initially, six users would need full access to this. Documents may be required to be stored in the CRIS database in a series of sub-folders. Reporting features like FISMA could be added later, as needed. A business rule for activating questions depending upon the lifecycle phase would probably be needed.
3. Mr. Hunt and Mr. Huffman indicated the project was doable and they would review the effort to do it when it was presented to the IRMDR CCB through the IRMDR Requirements tool. Maj Gaffney and Mr. Tasso said they would input their requirement to the IRMDR Requirements tool.
4. Meeting adjourned at 10:30 am.

"signed"

(b)(6)

Ross Technologies

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*Joseph m*

**Topic:** System Architect – Update Status

**Day and Time:** June 18, 2009 3:00 pm

**Location:** TCJ6-India Conference Room Building 1961

**Attendees:**

Dennis Strong, J6-AO

(b)(6) J6-AD, CTR-RTGX

(b)(6) J6-AD, CTR-RTGX

(b)(6) J6-AO, CTR-Asynchrony

(b)(6) J6-AO, CTR-Asynchrony

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- Mr. Bogner provided an update of the status of System Architect (SA) at USTRANSCOM.
- Mr. Osborne has SA on a laptop and is using it now. He wants SA at USTRANSCOM soonest.
- Asynchrony has found out that SA is used by AFCA here at Scott. SA has been certified and accredited by USAF for AFNet. POC at ACFA would be Doug Grey (or Gray). Note: could not find him in GAL.
- The SA initiative is getting money from ?? for the software and hardware.
- Given that AFCA apparently already has the software, a determination will be made to:
  - See what existing software components of SA AFCA already possesses
  - The number of users on their existing licenses
  - Whether their current license agreement and hardware and/or software could be “piggy-backed” by USTRANSCOM in any fashion
  - Ross will request the Mr. Rodriguez research these issues through government channels including AFCA and the software vendor
- The ACSRD, submitted by lead J6-A FACCSM Tom Becker on behalf of the J6-AO staff, will proceed to set things in motion to expedite the expressed need for the software, however, modifications to it may occur as learnings are gained
- The location of a server is yet to be determined. Possibly J6-AO will be given a server by the vendor but that's to be checked.
- The configuration would only require a database server
- Some of the software requested would be deployed as thick-clients on user machines, so a web application server is not needed and any HTML output generated by the software would simply be standalone reports
- There will be a TBD need for standalone desktop components to be installed on machines (approximately 20, with 5 floaters, and 5 individual laptops); this will involve a separate ACSRD once the specific needs are determined by J6-AO
- A soft target date was expressed as July 21 and 22
- It was decided to have weekly update meetings.

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**Topic:** Systinet - Prototype and Production Meeting

**Day and Time:** June 10, 2009 11:30am

**Location:** Stanford Conference Room Building 1961

**Attendees:**

Dr. Leon Wilson, J6-AD, Branch Chief

Sue Mosman, J6-AD

Rod Rodriguez, J6-AD

(b)(6) J6-AD, CTR-RTGX

(b)(6) J6-AD, CTR-RTGX

(b)(6) , J6-AD, CTR-BAH

(b)(6) , J6-AD, CTR-BAH

Mr. Hunt provided a status update on the Systinet stand-up:

1. The Systinet ACSRD is still officially in both the test bed's and OIP's queues.
  2. J6-OMW received feedback from OIP scripts that were ran as part of the review process, and is acting on requirements including: adding an IP filter, logging software, and installing monthly Solaris patches on the servers.
  3. Also, according to OIP, internal ports need to be locked down and that information was relayed to Craig Cook of J6-OMD.
  4. We will provide additional information to OIP, as per their check-list, including:
    - a. Technical Password policy details.
    - b. All major dependent applications and versions (JDK, JRE, Apache, etc.).
    - c. Network Architecture of the program involving ports and protocols used in all communication paths.
  5. Enabling Systinet Workbench to work with Siteminder and SSO is still being worked in conjunction with HP and Rod and I are doing additional research for possible solutions.
- Mr. Hunt and Mr. Truman discussed that Mr. Truman developed a workaround solution/patch to allow Workbench to communicate with the server using Siteminder by creating a proxy on the localhost; BAH may be able to provide this as a production solution but the contractual implications would need to be addressed first
  - Mr. Rodriguez indicated that he had been contacting J6-OMW personnel (Pierre Ferendzo, Lance Van Loenen), since Larry Vandergriff was out of office, in order to obtain a status from them. However, he has not received a full response. Mr. Rodriguez was informed, though, that something needed to be built by J6-OMW and that it would take some time. Dr. Wilson will follow-up with J6-OM
  - There was a discussion of Systinet ATO IA controls and Mr. Harris stated that they are approximately 60 to 70% complete; the rest of the areas to address involve system administration and disaster recovery
  - The issue about limited power capacity in Building 1575 preventing any new server locating there was discussed, but follow-up would be required with Dennis Rittenhouse and/or Larry Vandergriff
  - The RTGX and BAH Systinet teams will schedule a weekly coordinating meeting with each other
  - The DPO website for developers probably will only be viewable by developers whereas non-developers would access Systinet without the DPO website
  - Systinet technical governance rules would be determined in conjunction with Brent Bingham
  - Taxonomies are to be built and loaded by architecture staff/Asynchrony in conjunction with engineering staff/BAH
  - It was understood and accepted that BAH would mock-up the DPO developer website, build initial functionality. And then hand-off to the RTGX team
  - It was indicated that a CONOP would be needed for Systinet
  - Training materials and technical governance rules for Systinet are being developed by BAH—covering items such as building and loading taxonomies and services; RTGX then, would develop documentation for use and navigation of the software
  - Systinet comes with "out of the box" roles of admin, services publisher, and genera
  - Mr. Truman will provide Mr. Hunt and Mr. Harris with a lifecycle management document BAH has in order to assist in their documentation efforts

Handwritten initials: "msh" and "m"

**Topic:** TCJ6-A 1 List & A/I/P List Meeting

**Day and Time:** June 10, 2009 1:00pm

**Location:** Stanford Conference Room Building 1961

**Attendees:**

Dr. Leon Wilson, J6-AD, Branch Chief

Rod Rodriguez, J6-AD

Brent Bingham, J6-AD

Sandy Claverie, J6-AD

(b)(6) J6-AD, CTR-Asynchrony

(b)(6) J6-AD, CTR-RTGX

(b)(6) J6-AD, CTR-BAH

(b)(6) J6-AD, CTR-BAH

(b)(6) J6-AD, CTR-Sumaria

- Mr. Rodriguez provided a brief overview of a proposal to automate the TCJ6-A 1 List & A/I/P List process utilizing existing CRIS developers, code, and database structure
  - The overview covered how data would be rolled-up from the Engineering, CDO, and Architecture teams to the J6-A and J6-A/I/P list levels
  - It addressed common data elements across teams by providing a breakdown of the fields provided by the respective teams
  - It indicated which fields would be "mandatory" and rolled up and provided for "optional" data that could be managed at the individual team level
  - Mr. Bingham wanted to be sure that Mr. Kinney's mandatory fields were provided for and understood and Mr. Rodriguez indicated that need would be balanced against and accommodate what the individual teams could provide and would want as part of the proposed application
  - Mr. Bingham sought clarification as to what the Justification field captured such as if a requirement was needed within a given time-frame, etc.
  - Ms. Claverie and Mr. Bingham indicated a need to ID a deliverable and for a flag to indicate which requirements would need to be rolled-up and viewed at the higher level
  - The definition of a RqMT submitter was clarified and identified to be the "customer" and that the POC was the J6-I staff who coordinated the requirement; as such a need for a sponsor field in the proposed application was identified
- Dr. Wilson introduced a project management software product called JIRA and then directed Mr. Igney to demonstrate it
  - The product had recently been utilized by the engineering team to track requirements and projects they are involved in
  - It appeared to capture similar data that had been discussed regarding the "one list" process
  - JIRA was described as utilizing relational databases/SQL and allowed for roll-based viewing
  - It was described as residing on the TechGuard network
  - There was a general discussion on what it captured and what could be viewed and by whom with concerns over information that was relevant or proprietary to specific team being limited to just that given team
  - Questions were also asked regarding licensing, cost, implementation issues, and integration with existing data models and database structure such as RqMT



*cheng's list*

**Topic:** CRIS and budget applications  
**Day and Time:** June 8, 2009 1:00pm  
**Location:** Stanford Conference Room Building 1961  
**Attendees:**

Dewain Freeze, CIV, TCJ6-XR  
Andrea Landwehr, CIV, TCJ6-XR  
Harold Vanderboegh, CIV, TCJ6-IM

(b)(6) CTR—RTGX, TCJ6-AD  
(b)(6) CTR—CSC, TCJ6-AD  
(b)(6) CTR—CSC, TCJ6-AD  
(b)(6) CTR—TRW, TCJ6-AD

**Purpose:** Automate the monthly "Spend Plan" process and information of J6-XR

**General Discussion:**

- A manual upload from J6-XR instead of an ODBC connection to AMC CRIS will probably be the better initial course of action to get that data
- J8 directs the date of the current monthly download from AMC CRIS; there is not an exact date but it is near the beginning of each month; it is thought that DFAS may indicate when data is ready and others such as J8 then proceed
- Mr. Taylor reviewed accounting classifications with Ms. Landwehr in order to facilitate modeling with a line from accounting
  - Cost/resource center may be included but there will probably just be filtering by RCC
  - Operating capital dollars are by hardware, software and operating categories
- The J6-XR attendees were not aware of any examples of COSTS/GOTS being considered or proposed that could be used to automate the Spend Plan process
- Mr. Taylor will need to associate data with program and AIS
- Size of the existing roll-up spreadsheet file J6-XR produces is 40 records by 10 fields
- Infomaker software is used by J6-XR query AMC CRIS data and build the source data that is used for Spend Plan reporting
  - It adds headers (field names) and is used to build the description field values/names
  - Mr. Taylor will create a lookup/translation table for the descriptions
  - Description field composition and wording may be reworked to provide for consistency and standardization of the data across applications
- New programs that were not previously part of CPRP would have to be addressed in order to accommodate them
- All slides in the Spend Plan refer to J6
- In addition to slides for each program, the Spend Plan slide deck contains:
  - One roll-up summary slide with operating and capital spend by TWCF and DPO
  - A second roll-up slide with stop-light status (within last FY month amount as a target: red: >10%, yellow between 10% and 5%, green: <5%) comparing current month to the same month in the previous fiscal year
  - A third slide with excess operating funds (TWCF and DPO); this contains derived dollar amounts but panel members add program comments
  - A fourth slide for UFRs (Unfunded Requirements) has information manually entered and involves operating and capital costs
  - A fifth slide contains "snapshots" comprised of manually entered text summarizing highlights of the data
- It was noted that the DSPMO slide was somewhat different than other program slides since there was no uncommitted spend in the plan

**Take-aways:**

1. Mr. Freeze will send the EAC codes, example data (based on the Infomaker query), and spend plan slide deck to Mr. Taylor and Mr. Hunt
2. Mr. Freeze will submit a formal requirement for this project through IRMDR
3. Mr. Taylor and Mr. Freeze will coordinate and review together the existing source data in order to formulate a basis for a data model for the proposed application and transformation and loading of the source data
4. As of now, there are no hard deadlines for completing the overall project, however having something to at least demonstrate at the end of the fiscal year would be good

**Topic:** CRIS and budget applications

**Day and Time:** June 6, 2009 10:30am

**Location:** Stanford Conference Room Building 1961

**Attendees:**

Dewain Freeze, CIV, TCJ6-XR

Otis Brown, CIV, TCJ6-XR

Andrea Landwehr, CIV, TCJ6-XR

Nyesha Ford CIV, TCJ6-XR

Harold Vanderboegh, CIV, TCJ6-IM

(b)(6) CTR—MCR, TCJ6-IM

(b)(6) CTR—RTGX, TCJ6-AD

(b)(6) , CTR—CSC, TCJ6-AD

(b)(6) , CTR—CSC, TCJ6-AD

(b)(6) CTR—TRW, TCJ6-AD

- Proposed purpose: automate the monthly "Spend Plan" process and information of J6-XR
- A source Excel file is produced from a query to the AMC CRIS system, another Excel file is created based upon this information, a Power Point deck is then produced that contains financial figures based upon the spreadsheets as well as additional information entered by the program managers and from DFAS
- Each slide in the Spend Plan deck pertains to a program
- The line item data from AMC CRIS has a description field that is comprised of three components
  - The middle value, the RCC, is a roll-up of subprograms
  - Sometimes the combined data in this field is not unique, but a fourth value (or field), the EAC code could be associated to the description, thereby making it unique (e.g., Travel Only)
  - Mr. Taylor wanted to look at the approved EAC structure in order to have a documented source
  - Mr. Freeze indicated he could provide the EAC codes and SQL script
- A need was expressed to track where dollars were originally programmed versus where they were reprogrammed to (such as in the description field and a flag on slides as they are now used)
- Dollar figures change daily in the AMC CRIS data, and J6-XR captures the data monthly
- As part of the proposed automation effort, it was suggested the new application could ODBC into AMC CRIS, however, getting approvals to do that could take awhile; a suggested work around was to import the J6-XR downloads of the data
- A suggestion was that slides be replaced by automated web pages which could be like CPRP and drill down to what has been spent on
- J6-XR expressed that they would want to retain a history of committed and uncommitted dollars (expensed, obligated, and committed)
- A need was discussed to store each month's capture and essentially retain the equivalent of the slide deck history
  - It was suggested that that once the next fiscal year began, the previous month's could be deleted, except for retaining September data for end-of-fiscal-year purposes
- The use of a manager role was discussed; this role would permit the locking-down of data when ready and unlocking if need be to review and ensure accuracy

Angie  
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18 May 2009

MEMORANDUM FOR TCJ6-AD

FROM: Ross Technologies (TCJ6-AD)

SUBJECT: CRIS Access Briefing to Data Stewards

1. On 18 May at 0730-0800 hrs, (b)(6) of Ross Technologies provided a briefing in the Stanford CR to the following attendees concerning the initiative to open selected CRIS applications to all USTRANSCOM users within the USTRANSCOM firewall:

1. Christy Boostrom DEIM	2. Dave Jimenez Acct Admin
3. Bill Testomn (w/Insu) IT Reporting and OASIS	4. Lon Huffman Eval/SME, TA Board Scores, Tech Stds, Sr Data Steward, View/Update your Profile, Sys Info, IRMDR Reqmts, D2CAM
5. Mike Leyva Ops Arch	6. Lisa Nelan RDPS, RqMT
7. Bobby Shanklin TA	8. Jeff Hausman IT Reporting and OASIS
9. Insu Song IT Reporting and OASIS	10. Mike Taylor DB Development, Steward DB Structure
11. Kim Thompson DB Development	12. Terry Dunning Front-end Development
13. Gary Hunt Front-end Development	14.

2. Rod Rodriguez attended as the CRIS Program Manager and Government lead.

3. The following Data Stewards will receive the briefing during their individual interviews about their data and its accessibility:

1. Darren Johnson Financial	2. Larry Faulk SW License Mgmt
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4. Comments were received to ensure the definitions of Public and controlled vs. restricted were correctly used during the interviews.

(b)(6)  
Ross Technologies  
TCJ6-AD

Memo: Meeting by Brent Bingham with (b)(6) (ROSS), (b)(6) (BAH) and (b)(6) (BAH)

Subject: Collaboration on Systinet risk analysis (i.e., IA Controls completion)

Date/Location: May 5, 2009/ Ross and BAH workspace 8:15-9:15 am

Discussion:

- Responsibilities
  - B. Bingham stated his understanding of the responsibilities for Ross and BAH. Ross is to get the Systinet application up and running online in the USTRANSCOM network. BAH creates the configuration of Systinet. SOA people will then submit requirements to the IRMDR CCB.

*Memo writer's note: I'm still not clear about who handles requirements from the CCB nor am I clear on what is a requirement. As I understand it, Systinet is already coded. We discussed what "configuration" means to BAH and to Ross and to B. Bingham. For BAH, configuration is the changing of the pages in Systinet where as Ross views configuration as changing the system or its hardware. Since we can't change Systinet software, I assume the requirements from the CCB will deal with how pages are displayed and BAH would do that as part of how the data base is made to work.*

- B. Bingham said Systinet will be brought inside the USTRANSCOM firewall and the configuration so far done by BAH on their sandbox Systinet will be transitioned to the Systinet configuration installed by Ross.
- B. Bingham sees Ross getting the Systinet ATO with input from BAH.
- B. Bingham: Ross will own Systinet when it's in the Tool Suite and BAH will provide technical guidance for configuration changes.

*Memo writer's note: I'm not sure if this means the engineers have configured it and now it's our problem or what.*

- BAH Systinet
  - BAH has a sandbox setup of Systinet outside the USTRANSCOM firewall and not on the USTRANSCOM network. The only IPs that can access the sandbox is USTRANSCOM and BAH.
    - The sandbox Systinet uses JBoss server application versus the Oracle server application that Ross has configured. (JBoss server application is software)
    - S. Truman: JBoss does not work with Siteminder or single signon. Other things like cryptology are not approved for the USTRANSCOM network.
    - B. Bingham: There's also a developer website planned that will probably reside on the same server as Systinet.
  - Terms and meanings.
    - Configuration: BAH (configure pages in the way the data base is set to operate) Ross (changes to the way the Systinet is configured to operate on the network or changes to the hardware or software)

- Risk Assessment: Engineers (IA Controls) Ross (testing and analysis by TCJ6-OIP for security holes)
- Development: BAH (configuring the pages of Systinet) Ross (code that changes the way an application functions)

*Memo writer's note: The CSRD #2008-8023 recommends the following configuration: The development build will consist of 2 servers, Web server (Sun V210) and Oracle server (Sun V240) The production build will consist of 4 servers all running Solaris 10 u3 (11/06). One Web server and one Oracle server will contain all components necessary for both internal and external access to the Systinet application. The second Web server and Second Oracle server will be used for COOP purposes and will be an exact mirror of the other two servers. Two Sun V210's will be Web servers running Apache and Tomcat and two Sun V240's will be Oracle Database servers running Oracle 10g.*

- Way Ahead
  - B. Bingham: The envisioned end result is an integrated Tool Suite where all applications are accessible in a data repository or warehouse configuration. It is envisioned that CRIS data would be linked to Systinet data.
  - B. Bingham: a new target date for getting the production Systinet up could be the E Summit at the end of July.

*Memo writer's note: Ross cannot determine a date for establishing Systinet on the USTRANSCOM network because the remaining tasks are in the TCJ6-O areas; i.e., applying latest Oracle patches, testing, locating the servers in racks somewhere, certification, and authentication.*

- B. Bingham: BAH and Ross can figure out the gray line between ownership and configuring of the Systinet.

*Memo writer's note: I don't see this as a Contractor role.*

**Topic:** Systinet production server space allocation and configuration

**Date and Time:** Tuesday, March 10, 2009 12:00 PM-1:00 PM

**Location:** Halvorsen

**Attendees:**

Major Combs  
Gary Hunt  
Jeff Harris  
Larry Vandergriff  
Pierre Ferendzo  
Lance Van Loen  
Justin Ruddock  
Mike Yuen  
Dane Fayette  
Mike Taylor  
Hugh Singleton  
Rodney Runyon

**Items discussed:**

- The production servers will be in Building 1575 (1 web app and 1 database)
- Fail-over servers could be in Building 1575, too (1 web app and 1 database)
- Larry Vandergriff will research available rack space
- Larry also indicated there may be a possibility of space on future COOP servers for Systinet so that we may not need to provide our own boxes
- Gary Hunt will coordinate with Justin Ruddock on the proper naming conventions for the servers since *servername01* is for primary and *servername02* is for fail-over as opposed to how is in the test bed, now, with Systinet01 as the database server and Systinet02 as the web app server
- Based on the ~01 and ~02 naming conventions, ~03 would be assigned to COOP servers
- The development of a full COOP site is still TBD and is being worked by Major Eubanks
- GSS's router chooses which server is available based on availability and in descending order (01, 02, 03)
- Dataguard needs to be used for database fail-over
- Hugh indicated this needs to be looked into and the need and configuration determined
- If automated discovery is going to be used, then GCC needs to be involved, and if so, Systinet would have to be available 24/7 and would have a high-availability need
- By Oct. 1, alternate server room (including the "fishbowl") will be gone in Building 1900, so decisions are having to be made regarding placing servers located there into Building 1575 or at the intended COOP site in St. Louis
- Fail-over servers could also be used as COOP servers, but if this is done and they are located in St. Louis, then there could be performance issues
- We could just consider use of fail-over servers for now, and see what develops with the COOP site
- IP's associated with the firewalls are 17.x for Building 1575 and 16.x for Building 1900

**We, as a customer, need to define size and availability requirements, specifically:**

- Need for database fail-over (Dataguard)
- Size of the database (e.g., 30 gigabyte, 300 gigabyte, a terabyte?)
- User base size/number of users
- Is automated discovery (users actually pointing to and grabbing and using services as specified in Systinet) going to be utilized?
- Use of SAN? If so, machine with more size will be needed

Amstel  
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Meeting Topic: Systinet discussion on port and IP assignments

Date: March 5, 2009 1300 hrs.

Location: Building 1961 X-Ray Collaboration Room

Attendees:

Rod Rodriguez, TCJ6-AD

Rodney Runyon, TCJ6-AD

Gary Hunt, TCJ6-AD

Dan Fayette, TCJ6-OIP

Mike Yuen, TCJ6-OMD

Hugh Singleton, TCJ6-OMD

The issues discussed were port allocation and IP address configurations, and location of user data store for the Systinet configuration.

Ports:

- Dan Fayette stated that only one port can be used and that is 443 and that is the USTC standard.
- As such, there is a conflict (which we have encountered) for two applications on the same box, with one IP.
- A port is not necessarily tied to a single physical box, so use of different IP addresses, directory structures/paths/containers, and or zones—possibly alone or in combination could work.
- We need to develop an OIP/USTC acceptable port/IP/web application server configuration solution for Systinet.
- Note such a solution needs to account for HP SOA Registry Foundation 6.61 as component separately operating from Systinet 3.0 (essentially the Repository); in other words, they each need ID'd and accessible as separate software applications.

IP addresses:

- An individual IP address can be tied to each application or separate zones, not just to each box

Potential Solutions/Options for Resolving Port/IP/Web Application Server Configuration:

1. Using just OAS with 2 IP's, but with two installs of OAS with each OAS would be stored in separate directory structures/J2EE containers with each having its own IP.
2. Using OAS to support Systinet 3.0 and Apache (or less likely, WASP) to support Registry 6.61, with each having its own IP.
3. Using one install of Apache to support Systinet 3.0 and another Apache install (or less likely, WASP) to support Registry 6.61, with each having its own IP.

User data store location:

- Current configuration has Systinet point to Oracle Application Server (OAS) as the web application server which in turn stores user data in an XML file.
- General consensus was that ideally the user data should be stored in an Oracle database
- There is uncertainty as to how to configure this; Mike Yuen, system admin/DBA in OMW, and Jule (Last name?) an Oracle on-site support staffer have been approached on this issues thus far, but have responded with no technical solutions that are actionable as of yet.
- Rodney Runyon has reviewed some OAS documentation and has shown options in the install dialogue boxes of OAS that make it look like there are options to configure OAS to point to and Oracle DB; we may attempt this in a test scenario first, get further clarification, and/or see if this can be performed without a re-install.
- It is not known where Apache points to/how it uses a user data store.

Issues and concerns raised:

1. If we do not present OIP with the original configuration that was presented (just OAS and only OAS), then Dan Fayette has been instructed by his superior to give us only minimal support and that we would not be a priority.

2. Dan said Siteminder (SM) 6.0 will eventually be implemented in a production environment, so the Systinet configuration better be tested against it. This runs contrary to previous discussions with OMW which directed the testing of Systinet with SM 5.5 since that is the current production standard and we had started with SM 6.0 but started over with SM 5.5. We had mentioned this previous experience.
3. With all the issues encountered thus far, Dan did mention an Oracle SOA product as an alternative, but we responded that the direction is to go forward with HP Systinet, and that there are considerable sunk costs at this point that really cannot be written-off
4. As per OIP, if the data in Systinet is deemed "sensitive" then we need to have HP Systinet call center support located in the US.
5. We need to test using both Internet Explorer and Mozilla Firefox, according to OIP.
6. It was mentioned that user and password data expiration script would have to be run periodically on a database such as the one for Systinet.
7. In discussing security risks, Hugh Singleton suggested that Siteminder could allow Systient to call to the OAS administration page, but could be used to block a regular user from simply typing in that URL directly.



## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** September 9 2009, 1:00pm – 1:30pm, USTC-CR-ALPHA

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

(b)(6) (TCJ6-AD, Asynchrony)

**A. Requirements "Ready for Approval":**

- #274 WMT--Spell Check Functionality
  - Urgency 5—Non-Mission Essential
  - Work Area: WMT
  - Ms. Conoyer and Mr. Minshaw noted that Firefox does have spell check built in, but not IE and that any Java app for spell check would likely have external calls, so there may be firewall and or security issues
  - *Resulting Status: Approved*
- #287 Additional Status Options in EAACR
  - Urgency 3—Mission Essential
  - Work Area: Ent Arch
  - Follow-up with Mr. Dunning regarding a ROM that may be too high
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #289 Enhance Hierarchy Display
  - Urgency 5—Non-Mission Essential
  - Work Area: DPfM
  - Approved
- #288 WMT Archive Execute Button
  - Urgency 5—Non-Mission Essential
  - Work Area: WMT
  - Closed
- #286 WMT Change Organizations Displayed
  - Urgency 6—No immediate impact/nice to have
  - Work Area: WMT
  - Closed
- #285 Validation Error on Assessment Form in EAACR
  - Urgency 3—Mission Essential
  - Work Area: Ent Arch
  - Closed (per user request)
- #284 WMT--Edit task screen modifications--Part B
  - Urgency 3—Mission Essential

- Work Area: WMT
  - Closed
- #283 WMT--Edit Task and Add a New Task screen modifications--Part A
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed
- #282 WMT--Add a row number column on the Priority List
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed
- #280 WMT--Additional validation for delete function in Priority List
  - Urgency 5—Non-Mission Essential
  - Work Area: WMT
  - Closed
- #279 WMT--Mouse-over descriptions for item tables and insert/update or organization on Add a New Task Screen
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed
- #278 WMT--Menu Bar Re-organization
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed
- #277 WMT--Roll-up Functionality Modification
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed
- #275 WMT--Add A New Task Screen Gov't Lead Drop-down Modification
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Closed

#### **D. Review of Open Requirements**

##### **Status Updates:**

- #259 Reformat Check POA&M Dates
  - Urgency 5—Non-Mission Essential
  - Work Area: CIO Compliance
  - On-Hold
- #273 Valid Values
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Approved
- #270 Link to Requirement - Work Management Tool
  - Urgency 2— Mission Critical
  - Work Area: WMT
  - Approved
- #267 Display - Work Management Tool

- Urgency 3—Mission Essential
  - Work Area: WMT
  - Approved
- #263 WMT--Forward and Backward Functionality for Requirement Details Screen
  - Urgency 3—Mission Essential
  - Work Area: WMT
  - Approved
- #258 Add Option in CRITR Admin to Create a List of Upcoming POA&M Suspense Dates
  - Urgency 5—Non-Mission Essential
  - Work Area: CIO Compliance
  - Approved
- #251 Add Process Information to RqMT
  - Urgency 3—Mission Essential
  - Work Area: DPfM
  - Approved
  - Ms. Conoyer noted that this was Maj. Hunn's #1 priority; not yet started
- #245 RqMT Milestones: Step A - Capture the data
  - Urgency 3—Mission Essential
  - Work Area: DPfM
  - Approved
  - Contingent on workload and on-going coordination with the database team, Ms. Conoyer understood that the front-end team would be commencing work concurrently on requirements #251 and #245
  - Mr. Rodriguez received clarification on the description
- #228 Data Quality Tracker Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
  - Not started; will need to review with new staff, Capt. LaRoche
  - Will be based on an data quality Access tool and is effectively similar to an internal tracking tool
- #213 D2CAM Gaps Segment Update
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
  - Targeted for Sept. 10 after earlier partial releases
- #169 CCR Automation
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Approved
  - Not started
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
  - Targeted for release next week
- #96 Information Taxonomy
  - Work Area: DEIM
  - Approved
  - An additional meeting to cover tie-in to System Architect is to be held tomorrow

- #68 Common Vocabulary
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Approved
  - 40% of front-end work completed; demo was held last week; some other coordination to occur since supports other communities such as the BTA and DOA

**E. General Discussion**

- None

# Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** August 19 2009, 12:05pm – 12:30pm, USTC-CR-ALPHA

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

**A. Requirements "Ready for Approval":**

- #273 Valid Values
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #272 POC - Work Management Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
- #271 Add Work Management Tool to appropriate pages in CRIS
  - Urgency 3—Mission Essential
  - Work Area: Misc
- #270 Link to Requirement - Work Management Tool
  - 2—Mission Critical
  - Work Area: Misc
- #269 Need to be able to sort by POC, J6AD, etc - Work Management Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
- #268 Organization - Work Management Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
- #267 Display - Work Management Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc

**D. Review of Open Requirements**

**Status Updates:**

- #266 WMT--new fields
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Not Approved

- Rod will follow up with submitter regarding rationale behind previous closing (initially reviewed as too general, but also effectively captured by original design considerations of application)

**E. General Discussion**

- 8 hour or less rule further refined to mean 8 hours or less for either front-end or back-end team, but not to exceed 16 total hours

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** August 12 2009, 10:00am – 10:30am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-AD, Asynchrony)

**A. Requirements "Ready for Approval":**

- #263 WMT--Forward and Backward Functionality for Requirement Details Screen
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- # 265 IRMLDM CCR 200908101537
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - Became ROM'd just prior to CCB, so reviewed
  - *Resulting Status: Approved*

**C. Requirements Performed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #264 WMT--Make Requirement Title More Prominent in Requirement Details Screen Header
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
- #262 WMT--Increase in font-size and/or improved viewability
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
- #261 WMT--Government Lead Listed in Priority List Report
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
- #260 WMT--Status value and/or description changes
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Approved
- #259 Reformat Check POA&M Dates
  - Urgency: 5—Non-Mission Essential
  - Work Area: CIO Compliance
  - Approved
- #258 Add Option in CRITR Admin to Create a List of Upcoming POA&M Suspense Dates
  - Urgency: 5—Non-Mission Essential
  - Work Area: CIO Compliance

- Approved
- #257 Update E-Authentication Method Descriptions in CRITR
  - Urgency: 5—Non-Mission Essential
  - Work Area: SIS
  - Approved
- #255 Update the E-Auth Method Legend on the E-Government Scorecard
  - Urgency: 5—Non-Mission Essential
  - Work Area: OASIS
  - Approved

#### **D. Review of Open Requirements**

##### **Status Updates:**

- #236 Changes to Next Step and Resp Group Lists
  - Urgency: 2—Mission Critical
  - Work Area: DPfM
  - Status: Approved
  - Database portion discussed between developer and modeler with delivery of DB package today
- #229 peer review of Common Vocabulary mappings
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Almost ready; will be demonstrated Monday
- #213 D2CAM Gaps Segment Update
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Targeted for release August 27; relates to DEMIT/D2GIM (#126)
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Now known as D2GIM and targeted for release August 27
- #96 Information Taxonomy
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Backend almost ready, but due to storage of taxonomies in System Architect and how that product may be used, front-end work to be placed on hold and database work will continue
- #68 Common Vocabulary
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Related to standard tems
  - About 10% remaining, will be demonstrated next week
- #254 IRMLDM synch-up
  - Urgency: 2—Mission Critical
  - Work Area: DEIM



- Status: Approved
- About 75% completed
- #245 RqMT Milestones: Step A - Capture the data
  - Urgency: 2—Mission Critical, changed to Urgency 3—Mission Essential
  - Work Area: DPfM
  - Status: Approved
  - Database portion has been started; this requirement is step A, then #246 and #247 will follow
- #253 RqMT Updates to Quad Chart and Input
  - Urgency: 2—Mission Critical
  - Work Area: DPfM
  - Status: Approved
  - In user testing
- #251 Add Process Information to RqMT
  - Urgency 3—Mission Essential
  - Work Area: DPfM
  - Status: Approved
  - Release targeted for this week
- #239 J6-A One List Automation
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Can be closed

#### **E. General Discussion**

- None

# Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** August 5 2009, 10:00am – 10:30am, USTC-CR-HALVORSEN

## Attendees:

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, Northrop Grumman)

## A. Requirements "Ready for Approval":

- #254 IRMLDM synch-up
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - Adds columns and lengthens fields
  - Mr. Rodriguez requested that the description, as entered, be elaborated upon—Mr. Taylor will do so
  - *Resulting Status: Approved*
- #247 RqMT Milestones: Step C - Reporting
  - Urgency: 4—Interdependent Requirement
  - Work Area: DPfM
  - The phrase "numerous reports" is to be changed to 10 by Mr. Taylor
  - *Resulting Status: Approved*
- #246 RqMT Milestones: Step B - View Timeline
  - Urgency: 4—Interdependent Requirement
  - Work Area: DPfM
  - *Resulting Status: Approved*
- #245 RqMT Milestones: Step A - Capture the data
  - Urgency: 2—Mission Critical, changed to Urgency 3—Mission Essential
  - Work Area: DPfM
  - Requirements #245 through #247 are sequential (A, B, C) in terms of priority and interdependency
  - Ms. Conoyer stated Major Hunn desired that the requirements be completed before the ERRC and that requirements #245 through #247 were their top requirements
  - *Resulting Status: Approved*
- #241 Drill Down Capability In Scorecard POA&M Update Status Column
  - Urgency: 5—Non-Mission Essential
  - Work Area: OASIS
  - *Resulting Status: Approved*

## B. Requirements "Proposed":

- #251 Add Process Information to RqMT
  - Not ROM'd yet, new requirement
  - Ms. Conoyer elaborated on differentiating the Corporate Governance Process (CGP) and the J6 Requirements Process (C4S GP).
- #252 Update Urgency List in RqMT

- Urgency: 5—Non-Mission Essential
- Work Area: DPfM
- New requirement; discussed how to handle urgency list and numbering for RqMT
- Options on how to display, store, skip-over, and/or show the number for the urgency rating were discussed

### **C. Requirements Performed Under the “8 Hours or Less & No Architecture Impact” Rule**

- #253 RqMT Updates to Quad Chart and Input
  - Urgency: 2—Mission Critical
  - Work Area: DPfM
  - Status: Approved
- #249 Mouse-over description for IRMDR Requirements tool
  - Urgency: 5—Non-Mission Essential
  - Work Area: Misc
  - Status: Approved

### **D. Review of Open Requirements**

Status Updates:

- #236 Changes to Next Step and Resp Group Lists
  - Urgency: 2—Mission Critical
  - Work Area: DPfM
  - Status: Approved
  - Still working database portion
- #229 peer review of Common Vocabulary mappings
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Supports #68 Common Vocabulary requirement
- #228 Data Quality Tracker Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Work has not started
- #213 D2CAM Gaps Segment Update
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Targeted for completion approximately August 6, but probably will be release later; relates to DEMIT
- #169 CCR Automation
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Not started/still being ROM'd, will resume after #68 Common Vocabulary requirement
- #96 Information Taxonomy
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Still working database portion

- #68 Common Vocabulary
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Front-end in progress and at 40%

**E. General Discussion**

- None

# Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** July, 29 2009, 10:00am – 10:30am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, Northrop Grumman)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements “Ready for Approval”:**

- #239 J6-A One List Automation
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - *Resulting Status: Approved*

**B. Requirements “Proposed”:**

- #245 RqMT Milestones: Step A - Capture the data
  - Not ROM'd yet, new requirement

**C. Requirements Performed Under the “8 Hours or Less & No Architecture Impact” Rule**

- #244 Add Record Count to CRITR History Selection
  - Urgency: 5—Non-Mission Essential
  - Work Area: CRITR
  - Status: Approved
- #243 Addition of CIO Support Address to Contact IT Reporting Help e-mail Messages
  - Urgency: 5—Non-Mission Essential
  - Work Area: CIO Compliance
  - Status: Approved
- #242 Add A Sort/Filter Capability On POA&M Pages in CRITR.
  - Urgency: 5—Non-Mission Essential
  - Work Area: CIO Compliance
  - Status: Approved
- #240 Add Deputy PM Information to General Section of Each Program's System Information Page
  - Urgency: 5—Non-Mission Essential
  - Work Area: SIS
  - Status: Approved

**D. Review of Open Requirements**

Status Updates:

- #236 Changes to Next Step and Resp Group Lists
  - Urgency: 2—Mission Critical
  - Work Area: DPfM
  - Status: Approved
  - Data portion started, but paused right now

- #229 peer review of Common Vocabulary mappings
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Supports #68 Common Vocabulary requirement
- #228 Data Quality Tracker Tool
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Work has not started
- #213 D2CAM Gaps Segment Update
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - Targeted for completion approximately August 6 and relates to DEMIT
- #169 CCR Automation
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Paused for awhile, will resume after #68 Common Vocabulary requirement
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
  - It was discussed that this was a requirement for a new application, so the initial description was somewhat general, so it has lead to the work being open-ended to a certain extent
  - Mr. Rodriguez indicated that an effort should be made to make sure that once the requirement is met, then is should be closed
  - Mr. Taylor pointed out that the initial description referred to effectively replication the functionality in an Access database, so that may be a basis for determining the scope of the requirement
- #96 Information Taxonomy
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Use of DEIM versus System Architect needs to be addressed
- #68 Common Vocabulary
  - Urgency 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Data portion to be completed this week, front-end in progress

#### **E. General Discussion**

- Ms. Conoyer provided a list submitters' priorities for recently added requirements coming from OASIS/CRITR staff

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** July, 15 2009, 10:00am – 10:30am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-AD, AETEA)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #233 For OASIS/E-Gov Scorecard/Interoperability
  - Urgency: 4—Interdependent Requirement
  - Work Area: OASIS
  - Interdependent in that this uses data that requirement #232 covers, but both requirements can be worked separately
  - *Resulting Status: Approved* (had been tentatively approved by those present and pending final PM approval in prior CCB while Rod TDY)
- #228 Data Quality Tracker Tool
  - Urgency: 4—Interdependent Requirement changed to 3—Mission Essential
  - Work Area: Misc
  - *Resulting Status: Approved* (had been tentatively approved by those present and pending final PM approval in prior CCB while Rod TDY)
- #227 POST-P
  - Urgency: 4—Interdependent Requirement changed to 3—Mission Essential
  - Work Area: Misc
  - In light of System Architect briefing, this requirement was moved to EAACR
- #238 CRIS CPRP TRANSACTIONS REPORT
  - Urgency: 5—Non-Mission Essential
  - CPRP
  - *Resulting Status: Approved*
- #237 CRIS CPRP TRANSACTIONS REPORT
  - Urgency: 5—Non-Mission Essential
  - CPRP
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #229 peer review of Common Vocabulary mappings
  - Urgency: 2— Mission Critical changed to 3—Mission Essential
  - Work Area: DEIM
  - Resulted from a demo of DEIM
  - Involves standard terms and relates to the hub and spoke so this may have been the submitters reason for the urgency
  - Probably could be worked on in conjunction with common vocabulary
  - *Resulting Status: Approved*

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

#### **D. Review of Open Requirements**

##### **Status Updates:**

- #96 Information Taxonomy
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Ms. Thompson still has questions as to details such as where it is to be stored and what tools will be used; Mr. Rodriguez will follow-up with Sandy Claverie
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - In progress, 22% of front-end developed
- #213 D2CAM Gaps Segment Update
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Has some data dependencies to D2GIM
  - May be released August 6, but this may be a little aggressive according to the developer

#### **E. General Discussion**

- None



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## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** June, 24 2009, 10:00am – 10:15am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

- (b)(6) (TCJ6-AD, DRC)
- (b)(6) (TCJ6-AD, RTGX)
- (b)(6) (TCJ6-I, Sumaria)
- (b)(6) (TCJ6-AD, Asynchrony)

**A. Requirements "Ready for Approval":**

- #226 IRMLDM CCR# 200906171215
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Involves padding and field sizing
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #231 USTRANSCOM Network User Ids
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - The front-end team will contact OIP (Bill Hedgecough or Ralph Moran) and obtain verification that user ID's in an email are not a risk
  - Ms. Thompson will follow-up with Sandy Claverie
  - *Resulting Status: Proposed but will be closed upon confirmation from OIP*
- #230 DEIM user manual
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - CCB determined that request was not appropriate for the IRMDR CCB venue
  - *Resulting Status: Closed*
- #229 peer review of Common Vocabulary mappings
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - ROM and refining of details still pending
  - *Resulting Status: Proposed*

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

Status Updates:

- None

**E. General Discussion**

- Mr. Rodriguez will be TDY the week after next, so a formal CCB will not be held, but if a requests necessitates action, and electronic CCB can be conducted

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** June, 10 2009, 11:00am – 11:15am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

(b)(6) (TCJ6-AD, Asynchrony)

**A. Requirements "Ready for Approval":**

- #222 Export Req List to Excel
  - Urgency: 6—No immediate impact/nice to have
  - Work Area: DPfM
  - Resulting Status: *Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #223 Misc Update IRMDR Requirements process charts
- #220 Add JDDA-E Intellipedia Link on the CRIS Home Page
  - Urgency: 5—Non-Mission Essential
  - Work Area: Ent Arch
  - Status: Closed
  - Was ROM'd at just 2 hrs. front-end work, so completed under less than 8 hr. rule however, Mr. Strong and Mr. Minshew indicated a desire at the CCB for a different location for the link, which as of now has been completed

**D. Review of Open Requirements**

**Status Updates:**

- #77 RqMT Save Draft Capability
  - Urgency: was 6—No immediate impact/nice to have, was increased to Urgency: 3—Mission Essential at the request of Ms. Conoyer and with CCB approval
  - Work Area: DPfM
  - Status: Approved
  - Issues such as permissions for non-CRIS account holders and ability of multiple users with edit capabilities are being worked and Ms. Conoyer indicated she has been coordinating with developer and had sent a recent email
- #213 D2CAM Gaps Segment Update
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Status: Approved

- Good feedback has been received from the submitter thus far and it should be noted that this requirement has some relationship to #126
- #176 Standard Term Submission
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Will likely be released 6/11
- #169 CCR Automation
  - Urgency: 3
  - Work Area: DEIM
  - Status: Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Status: Approved
- #96 Information Taxonomy
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Taxonomy is still being refined
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Status: Approved
  - Incremental progress has been made

#### **E. General Discussion**

- The was some discussion reviewing the naming evolution of D2GIM, D2CAM, and DEMIT
- Mr. Rodriguez and the rest of the CCB agreed that the recurring time of the meeting could be altered to better accommodate lunch times of the attendees

August 12

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** June, 3 2009, 11:05am – 11:25am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #220 Add JDDA-E Intellipedia Link on the CRIS Home Page
  - Urgency: 5—Non-Mission Essential
  - Work Area: Ent Arch
  - *Resulting Status: Approved*
- #77 RqMT Save Draft Capability
  - Urgency: 6—No immediate impact/nice to have
  - Work Area: DPfM
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

Status Updates:

- None

**E. General Discussion**

- Mr. Rodriguez briefed Ms. Conoyer on the proposed "One List" automation project
  - Ms. Conoyer suggested considering a separate application rather than building onto RqMT
  - It was determine that she would coordinate with Major Hunn on this project and be kept in the loop
- A possible RqMT performance issue was discussed, but it was determined that the customer does not think it is currently an issue and if it would become one, it would be handled as a requirement of "bug" and be processed as such
- The CDT and Decode project may entail new interfaces with CRIS and a new requirement may be generated to support this; a meeting later in the week with Dan Dibble, Kim Thompson, Rod Rodriguez, and others would discuss this issue further

Accepted  
m

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** May, 20 2009, 11:00am – 11:20am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)  
(b)(6) (TCJ6-AD, DRC)  
Dennis Strong (TCJ6-AO)  
(b)(6) (TCJ6-AD, RTGX)  
(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #218 Increasing field sizes - Min/Max lengths
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - *Resulting Status: Approved*
- #217 Alter Capability to Edit RqMT Comments
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - Front-end is ready for release this week, but database changes would be released next week
  - *Resulting Status: Approved*
- #213 D2CAM Gaps Segment Update
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #219 E-Gov Scorecard
  - Work Area: CIO Compliance
  - Involved deleting and editing display text; 3 hrs. max. including discussions with submitter
  - Released 5/14

**D. Review of Open Requirements**

**Status Updates:**

- # 77 RqMT Save Draft Capability
  - 6—No immediate impact/nice to have
  - Work Area: DPfM
  - Status: On-Hold
  - It was mentioned that the current workload could allow work to begin on this requirement, but database work would have to commence before/in addition to the front-end; Ellen will check and see if the requirement is still needed and notify developers that work could commence

#### **E. General Discussion**

- Clarification of the "8 Hours or Less & No Architecture Impact" Rule was sought; it was agreed that this would mean 8 hours total (front-end and back-end work, combined) for a requirement, but the teams could exercise discretion for simple requirements such as field-size changes; this would be accounted for in the CCB charter
- DEIM requirements were discussed in general and Rod inquired to overall status of the project since he was out-of-office; it was indicated that requirement work was effectively back to where it was before issues of AMC's' CDT and the USTC DEIM were most recently focused on; a congruency analysis is to take place in the fall between the two, and Dan Dibble was mentioned as a POC that could provide insight into the latest on the project

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** April, 15 2009, 11:00am – 11:10am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #212 Weed Out UFRs being Submitted into RqMT
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - *Resulting Status: Approved*
- #211 Update Existing RqMT Reports
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - *Resulting Status: Approved*
- #210 Org Boxes for Sponsor Emails
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

Status Updates:

- #169 CCR Automation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Approved
- #96 Information Taxonomy
  - Urgency: 3—Mission Essential

- Work Area: DEIM
  - Approved
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Approved

Requirements to be closed/released this week:

- #179 Update user input options for System Interoperability to conform to changes in CJCSI 6212.01E, 15 Dec 08.
- #193 Allow 2-way Change Request Transfers

#### **E. General Discussion**

- #213 D2CAM Gaps Segment Update
  - New requirement which was in "Proposed" status and still being ROM'd
  - Description referenced D2GIM, a term attendees were not familiar with, so Rod Rodriguez will follow up with submitter Mike Buchner for clarification



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## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** March, 25 2009, 11:00am – 11:25am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #200 Alter Quad Chart Functionality
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - *Resulting Status: Approved*
- #192 IRMLDM Cross-Corporate model Review (CCR) of Package: 200903091243  
TMPLT\_VRNT\_ID
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - *Resulting Status: Approved*
- #206 Various Tweaks to RqMT Displays
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

**Status Updates:**

- #179 Update user input options for System Interoperability to conform to changes in CJCSI 6212.01E, 15 Dec 08.
  - Urgency: 3—Mission Essential
  - Work Area: CRITR
  - Pending database actions
  - *Approved*
- #169 CCR Automation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM

- Large at 18 man-months, so given work load, effectively on hold for now
  - Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Pending database actions
  - Approved
- #96 Information Taxonomy
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Effectively on-hold; may still be in EAACR, and IRMDR process will await feedback on that
  - Approved
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Depends on DEIM-related work and #39
  - Approved
- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - It was noted that there was some discussion from involved parties after letters were sent out regarding DEIM
  - Approved

Requirements to be closed/released this week:

- #191 Correct CRIS Database PfM Recommended Error

#### **E. General Discussion**

- None

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** March, 18 2009, 11:00am – 11:25am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, Northrop Grumman)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #193 Allow 2-way Change Request Transfers
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - This involves being able to move requirements 2 ways between IRMDR and EAACR and ties back to a discussion in December
  - The group discussed whether or not RqMT should be included in this requirement and it was decided that it should not
  - *Resulting Status: Approved*
- #192 IRMLDM Cross-Corporate model Review (CCR) of Package: 200903091243  
TMPLT\_VRNT\_ID
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Involves the variant ID being doubled in size, but since it is a primary key, it impacts other fields within the overall model and so involves approximately 80 hrs. of DB work
  - Rod wanted the description re-worked and more detailed, so the requirement status was to be shifted to "Proposed"
  - *Resulting Status: Proposed*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- #188 Alter 'Requirement Wizard' page

**D. Review of Open Requirements**

**Status Updates:**

- #191 Correct CRIS Database PfM Recommended Error
  - Urgency: 2—Mission Critical
  - Work Area: CPRP
  - IM reviewing, probably will be released next week
  - Approved

- #189 Form Block Text
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - Being tested
  - Approved
- #179 Update user input options for System Interoperability to conform to changes in CJCSI 6212.01E, 15 Dec 08.
  - Urgency: 3—Mission Essential
  - Work Area: CRITR
  - Still on pace; database side still waiting to add structure
  - Approved
- #176 Standard Term Submission
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Approved
- #169 CCR Automation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - 1.5 years worth of work; low priority , so it will be started about 3 months out
  - Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Database side still being worked
  - Approved
- #96 Information Taxonomy
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Database still being worked by Mike Taylor and is tied to DEIM and the Information Reference Model
  - Approved
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Interdependent with standard vocabulary
  - Approved
- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Needs updating; the letter went out 3/19 and there will be follow-up
  - Approved

Requirements to be closed/released this week:

- #178 Identify req sponsor and generate email for approval
- #196 Change Request Unique IDs
- #195 Add 'WG Recommendation' Field
- #194 Alter 'Word Print out' Functionality
- #185 Build a Special Edit Feature for POA&M

## E. General Discussion

- None

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** March, 11 2009, 11:00am – 11:15am, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #189 Form Block Text
  - Urgency: 2—Mission Critical
  - Work Area: DEIM
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #191 Correct CRIS Database PfM Recommended Error
  - Urgency: 2—Mission Critical
  - Work Area: CPRP
  - Proposed, but not yet ROM'd

**C. Requirements Performed & Closed Under the "8 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

**Status Updates:**

- #184 Limit ECP\_EVAL to specific Requirements
  - Urgency: 4—Interdependent Requirement
  - Work Area: DPfM
  - Closed
- #178 Identify req sponsor and generate email for approval
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - Approved
  - Still being worked; Ellen worked with Mike Taylor
- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Essentially ready, but name is now Distribution Enterprise Information Management (DEIM)
  - Awaiting a letter to go out from Mr. Kinney and Dan Dibble on behalf of Gen. Dinkins
  - Kim indicated that there was some discussion about them first issuing a "step one" letter prior to this one

- It was suggested that Rod check with Dan Dibble on the status of the letters and requirement
- #181 Increase field sizes for Dictionary Elements
  - Urgency: 1—Mission Critical
  - Work Area: DEIM
  - Already Closed

Requirements to be closed/released this week:

- #188 Alter 'Requirement Wizard' page
  - Urgency:
  - Work Area: DPfM
  - Approved

#### **E. General Discussion**

- Rod mentioned the Enterprise Engineering Group (EEG) wants to have greater visibility with regards to IRMDR, so Nate Minshew suggested he and Dennis Strong, representing architecture would review requirements that are submitted to IRMDR; if the IRMDR requirements have architecture and engineering impact, they will forward them on to the EEG
- Capt. Meyers and Ray Trevino will meet with Rod regarding DEMIT and D2CAMIS
- Rod also discussed how we need to educate about and promote CRIS more, especially to new employees

Asynch R

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** March, 4 2009, 11:30am – 12:00pm, USTC-CR-STANFORD

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #186 Changes to I&S section of the CIO Compliance portion of the OA (OASIS)
  - Urgency: 4—Interdependent Requirement
  - Work Area: OASIS
  - *Resulting Status: Approved*
- #185 Build a Special Edit Feature for POA&M
  - Urgency: 5—Non-Mission Essential
  - Work Area: CRITR
  - *Resulting Status: Approved*
- #179 Update user input options for System Interoperability to conform to changes in CJCSI 6212.01E, 15 Dec 08.
  - Urgency: 3—Mission Essential
  - Work Area: CRITR
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. Requirements Performed & Closed Under the "4 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

Requirements to be closed/released this week:

- #184 Limit ECP\_EVAL to specific Requirements
- #183 RqMT Permissions Change
- #178 Identify req sponsor and generate email for approval
- #138 RqMT Portfolio Association
- #181 Increase field sizes for Dictionary Elements

Status Updates:

- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - Essentially ready, but name is now Distribution Enterprise Information Management (DEIM)
  - Awaiting a letter to go out from Mr. Kinney and Dan Dibble on behalf of Gen. Dinkins



- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: DEIM
  - 60% finished
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - Still working with customer

#### **E. General Discussion**

- The “4 Hours or Less & No Architecture Impact” rule was increased to a threshold of 8 hours at the suggestion of Kim and at the agreement of the other attendees
- Nate stated he would be sending out the Enterprise Architecture Artifact Configuration Management Working Group and Configuration Control Board Charters for IRMDR CCB attendees to review

Accepted  
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## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** February, 18 2009, 10:00am – 10:30am, USTC-CR-HALVORSEN

**Attendees:**

Brent Bingham (Functional Manager, TCJ6-AD — Acting CCB Chairperson)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

**A. Requirements "Ready for Approval":**

- #181 Increase field sizes for Dictionary Elements
  - Urgency: 1—Work Stoppage
  - Work Area: EIM
  - CCB Status: Ready for Approval
  - Can make release to production on 2/19
  - *Resulting Status: Approved*
- #140 RqMT System Association
  - Urgency: 5—Non-Mission Essential
  - Work Area: DPfM
  - CCB Status: Ready for Approval
  - Involves ability of a requirement to be associated with SPI in that systems could be tied to a requirement; would allow users to see what systems effect which enterprise requirements
  - Similar to D2CAM which links requirements to capabilities
  - It was indicated Major Hunn and Mike Truax have the ECP\_MGR role
  - EAACR has reviewed this
  - The requirement will be tables and placed under review until Ellen Conoyer researches the requirement
  - *Resulting Status: Under Review (Since the CCB, Ellen researched the requirement and learned that it was no longer needed and could be closed)*

**B. Requirements "Proposed":**

- #185 Build a Special Edit Feature for POA&M
  - Urgency: 4—Interdependent Requirement
  - Work Area: CIO Compliance
  - CCB Status: Proposed
  - *Resulting Status: Proposed (was not yet ROM'd so no CCB review at this CCB; has been since CCB and moved to Ready for Approval)*
- #184 Limit ECP\_EVAL to specific Requirements
  - Urgency: 4—Interdependent Requirement
  - Work Area: DPfM
  - CCB Status: Proposed
  - Follows on requirement #183; would limit users ability to edit based on DB roles
  - *Resulting Status: Approved*
- #183 RqMT Permissions Change

- Urgency: 2—Parts of the mission will cease
  - Work Area: DPfM
  - CCB Status: Proposed
  - *Resulting Status: Approved*
- #182 DDOC - J3-G - SAAM REQUEST Updates
  - Urgency:
  - Work Area: Misc
  - Nate indicated that the requirement should not be there, that it really only involved some data content, and that it should be closed as an IRMDR requirement
  - CCB Status: Proposed
  - *Resulting Status: Closed*
- #179 Update user input options for System Interoperability to conform to changes in CJCSI 6212.01E, 15 Dec 08.
  - Urgency: 3—Mission Essential
  - Work Area: CRITR
  - CCB Status: Proposed
  - *Resulting Status: Proposed (was not yet ROM'd so no CCB review at this CCB)*

#### **C. Requirements Performed & Closed Under the “4 Hours or Less & No Architecture Impact” Rule**

- None

#### **D. Review of Open Requirements**

- None

#### **E. General Discussion**

- Kim suggested that in the future, that it may be a good idea to increase the threshold for the “4 Hours or Less & No Architecture Impact” Rule to, for example 8 or so rather than 4 hours
- It was noted that, although IRMDR requirements can have a link back to an EACCR requirement, when an EACCR requirement is pushed into IRMDR, not all the fields are pulled into the IRMDR display, so that may be something to consider in the future

#### **F. Addendum**

- #140 RqMT System Association
  - Since the CCB, Ellen researched the requirement and learned that it was no longer needed and could be closed
- #185 Build a Special Edit Feature for POA&M
  - Was not yet ROM'd so no CCB review at this CCB; has been since CCB and moved to Ready for Approval

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** February, 4 2009, 11:00am – 11:20pm, USTC-CR-HALVORSEN

### Attendees:

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)

Dennis Strong (TCJ6-AO)

(b)(6) (TCJ6-AD, DRC)

(b)(6) (TCJ6-AD, Asynchrony)

(b)(6) (TCJ6-AD, RTGX)

(b)(6) (TCJ6-I, Sumaria)

### A. Requirements "Ready for Approval":

- #174 Adjust status "check marks" in full requirements list in RqMt
  - Urgency: 4—Interdependent Requirement
  - Work Area: DPfM
  - J6-I met with developers 2/3 to cover DPfM requests
  - *Resulting Status: Approved*
- #175 Add two data elements to each requirement listed in RqMt
  - Urgency: 2— Parts of the mission will cease.
  - Work Area: DPfM
  - It was noted that #175 needed to be completed before #174 for it to work
  - *Resulting Status: Approved*
- #178 Identify req sponsor and generate email for approval
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - Ellen mentioned that O 5/6 needed to review the requirement first, so a status of "pending" in RqMT could be applicable, as well as updating the sponsor name list and associated email
  - Ellen will check with Mr. Doolin and see if another follow-up request related to this one would be generated, otherwise, work on this request was to continue
  - *Resulting Status: Approved*

### B. Requirements "Proposed":

- #176 Standard Term Submission
  - Urgency: 3—Mission Essential
  - Work Area: EIM
  - CCB Status: Proposed
  - IT was discussed that this is part of the hub-and-spoke and related to the common vocabulary and information reference model requests
  - The ROM of 4 to 6 hrs. was attributed to the DDOI still being formulated
  - *Resulting Status: Approved*
- #169 CCR Automation
  - Urgency: 3—Mission Essential
  - Work Area: EIM
  - CCB Status: Proposed
  - The ROM of 18 months was discussed and the possibility was suggested that it could be broken-down into smaller parts

- It is ahead of #176 priority, as is #96 and #68
- It was considered approved, but there will be follow-up needed prior to working the request
- *Resulting Status: Approved*
- #96 Information Taxonomy
  - Urgency: 3—Mission Essential
  - Work Area: EIM
  - CCB Status: Proposed
  - It was mentioned that it was part of the hub-and-spoke of corporate services
  - Described as “3D” in terms of urgency
  - *Resulting Status: Approved*

#### **C. Requirements Performed & Closed Under the “4 Hours or Less & No Architecture Impact” Rule**

- #166 Build an edit feature to a POA&M field
- #170 Edit Business Rules for e-Authentication
- #172 CRITR System URL History Record
- #173 Add legend to requirements list page in RqMT

#### **D. Review of Open Requirements**

- #77 RqMT Save Draft Capability
  - Urgency: 6—No immediate impact/nice to have
  - Work Area: DPfM
  - CCB Status: On-Hold
  - Low priority
- #129 RqMT Group
  - Urgency: 3—Mission Essential
  - Work Area: DPfM
  - CCB Status: Approved
  - Terry was commencing work after 2/3 meeting
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - Work Area: Misc
  - CCB Status: Approved
  - Kathy Sisco is still working the CCR package and the data development aspect is at 20% until enterprise-related discussions resolved
  - J 5/4 and Christy Boostrom is following on with meetings with Mr. Kinney and Mr. Doolin with regards to “funnel” enterprise requirement process, since it involves a discussion of what is a capability vs. a gap
  - Nate will also possibly discuss the requirement with Ray Trevino since it ties back to a DeMIT vs. D2CAMIS discussion (separate but similar tools) that occurred in the first EACCR review
- #68 Common Vocabulary
  - Urgency: 3—Mission Essential
  - Work Area: EIM
  - CCB Status: Approved
  - Work to re-commence 2/5
- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - Work Area: EIM
  - CCB Status: Approved

- Waiting on Mr. Kinney to communicate with PM's, but Dennis thinks that they may be tasked with this
- #168 IRMDR Requirements-linking interdependent requirements
  - Urgency: 5—Non-Mission Essential
  - Work Area: Misc
  - CCB Status: Approved
  - Database component still be worked (50%)
- #138 RqMT Portfolio Association
  - Urgency: 5—Non-Mission Essential
  - Work Area: DPfM
  - CCB Status: Approved
  - Jennifer Manley is researching data questions (DB at 50%)

#### **E. General Discussion**

- There was brief, general discussion about workloads and how it may be addressed in the future

Accepted  
12

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** January, 21 2009, 11:00am – 11:20pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager, TCJ6-AD)  
Dennis Strong (TCJ6-AO)  
    (b)(6) (TCJ6-AD, DRC)  
    (b)(6) (TCJ6-AD, RTGX)  
    (b)(6) (TCJ6-I, IBM)

**A. Requirements "Ready for Approval":**

- #171 update e-Gov Scorecard Display and Calculations
  - Urgency: 3—Mission Essential
  - CCB Status : Ready for Approval
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #169 CCR Automation
  - Urgency: 3—Mission Essential
  - CCB Status : Proposed
  - An initial meeting was held, but it is still under discussion and it may effect other applications, etc., so it will stay in Proposed status for now
  - *Resulting Status: Proposed*

**C. Requirements Performed & Closed Under the "4 Hours or Less & No Architecture Impact" Rule**

- None

**D. Review of Open Requirements**

- #96 JDDA-E Reference Model Taxonomies
  - Urgency: 3—Mission Essential
  - CCB Status : On-Hold
- #77 RqMT Save Draft Capability
  - Urgency: 6— No immediate impact/nice to have
  - CCB Status : On-Hold
  - Noted still on-hold and low priority, but still needed
- #68 Common Vocabulary
  - Urgency: 4—Interdependent Requirement
  - CCB Status : On-Hold
  - It was noted that this is tied to #39, but the urgency was changed to 3—Mission Essential
  - Steve Chorma will pick up as the front-end developer and re-ROM and add comments
- #170 Edit Business Rules for e-Authentication
  - Urgency: 5—Non-Mission Essential
  - CCB Status : Approved

- #168 IRMDR Requirements-linking interdependent requirements
  - Urgency: 5—Non-Mission Essential
  - CCB Status : Approved
- #167 Totals not displaying correctly in E-gov score card.
  - Urgency: 3—Mission Essential
  - CCB Status : Approved
- #166 Build an edit feature to a POA&M field
  - Urgency: 5—Non-Mission Essential
  - CCB Status : Approved
- #158 RqMT Export to Word
  - Urgency: 5—Non-Mission Essential
  - CCB Status : Approved
  - Waiting on #146
- #146 RqMT and D2CAM
  - Urgency: 4—Interdependent Requirement
  - CCB Status : Approved
  - Waiting on #141
- #141 D2CAMIS Phase 2
  - Urgency: 3—Mission Essential
  - CCB Status : Approved
  - Still in progress; awaiting user feedback
- #138 RqMT Portfolio Association
  - Urgency: 5—Non-Mission Essential
  - CCB Status : Approved
- #137 RqMT Admin
  - Urgency: 6— No immediate impact/nice to have
  - CCB Status : Approved
- #129 RqMT Group
  - Urgency: 3—Mission Essential
  - CCB Status : Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Urgency: 3—Mission Essential
  - CCB Status : Approved
- #39 EIM - PM Validation
  - Urgency: 3—Mission Essential
  - CCB Status : Approved

#### **E. General Discussion**

- Minutes from preceding CCB were approved
- It was noted that an requirement was accidentally pushed from EAACR and ID'd as #172; that has since been pushed back and IRMDR ID #172 was freed up to be assigned again and has since been assigned as the number for a new requirement
- Releases to production for 1/22 were: #171, #170, #168, #166, and possibly #137



## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** January, 15 2009, 11:00am – 12:00pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager)  
Dennis Strong (TCJ6-AO)  
(b)(6) (DRC)  
(b)(6) (RTGX)  
Major Heather Hunn  
Richard Davis  
Mike Glass

**A. Requirements "Ready for Approval":**

- None

**B. Requirements "Proposed":**

- #171 update e-Gov Scorecard Display and Calculations
  - 3—Mission Essential
  - Front-end was not ROM'd at time of CCB
  - Proposed
- #169 CCR Automation
  - 3—Mission Essential
  - This is needed to automate an existing process
  - Christy Boostrom, Craig Wilkes, and Lon Huffman will meet to review this, then get a good ROM
  - This may go through "funnel" process
  - Proposed
- #168 IRMDR Requirements-linking interdependent requirements
  - 5—Non-Mission Essential
  - Proposed

**C. Requirements Performed Under the "4 Hours or Less & No Architecture Impact" Rule**

Requirements performed quickly and closed under the hour or less and no DB impact rule:

- #165 Enable Multi-Year Portfolio Manager Recommendations in CRIS CPRP Tool
  - 2—Mission Critical
  - Closed

**D. Review of Open Requirements**

- #77 RqMT Save Draft Capability
  - 5—Non-Mission Essential
  - Still needed, but Major Hunn said change urgency to 6—No immediate impact/nice to have
  - On-Hold

- #68 Common Vocabulary
  - 4—Interdependent Requirement
  - Meeting with Christ Boostrom to be held to review this one and #96
  - On-Hold
- #11 DITPR Automatic Upload
  - 5—Non-Mission Essential
  - Rod will contact Jeff Hausmann to see about closing due to length of time in “on-hold” status
  - On-Hold
- #170 Edit Business Rules for e-Authentication
  - 5—Non-Mission Essential
  - This was ROM'd to be a 3 hr. “quick-hitter”
  - Approved
- #167 Totals not displaying correctly in E-gov score card.
  - 3—Mission Essential
  - Approved
- #166 Build an edit feature to a POA&M field
  - 5—Non-Mission Essential
  - Completed and will be released next week
  - Approved
- #158 RqMT Export to Word
  - 5—Non-Mission Essential
  - Is interdependent with #146 and #141; the interdependency was thought due to a quad chart with D2CAM data, so it was suggested that it could be broken into two requirements so as not to hold up the Word export functionality; (a later outside discussion with developers indicated that it could stay as one requirement, since it is effectively completed)
  - Approved
- #146 RqMT and D2CAM
  - 4—Interdependent Requirement
  - Approved
- #141 D2CAMIS Phase 2
  - 3—Mission Essential
  - Rod wants to follow-up with a meeting about use of high-side data (now scheduled for 1/23)
  - Mike Taylor and Terry are waiting on Mike Buchner to provide feedback
  - Approved
- #138 RqMT Portfolio Association
  - 5—Non-Mission Essential
  - Will proceed as planned
  - Approved
- #137 RqMT Admin
  - 6— No immediate impact/nice to have
  - In progress
  - Approved
- #129 RqMT Group

- 3—Mission Essential
  - Clarification of what a group is, is needed; such as using what already may exist and at the appropriate level, one place at a time
  - Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - 3—Mission Essential
  - Approved
- #39 EIM - PM Validation
  - 3—Mission Essential
  - About done; will be demonstrated to Mr. Kinney; targeted for release 1/22
  - Approved

#### **E. General Discussions**

- Minutes from preceding CCB were approved
- #170 needed to be ROM'd so it was not discussed

#### **F. Addendum**

- #158 RqMT Export to Word
  - A later outside discussion with developers indicated that it could stay as one requirement, since it is effectively completed
- #141 D2CAMIS Phase 2
  - 3—Mission Essential
  - Follow-up meeting, directed by Rod, about use of high-side data is now scheduled for 1/23)

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** January, 7 2009, 11:00am – 12:00pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager)

Dennis Strong (TCJ6-AO)

(b)(6) (Asynchrony)

(b)(6) (DRC)

(b)(6) (RTGX)

**A. Requirements "Ready for Approval":**

- None

**B. Requirements "Proposed":**

- #164 Software Report Format Change
  - 5-Non-Mission Essential
  - *Resulting Status: Approved*

**C. Requirements Performed Under the "4 Hours or Less & No Architecture Impact" Rule**

- #163 Work Area Drop Down List
  - 6-No immediate impact/nice to have
  - (ROM'd at .2 hrs.)

**D. Review of Open Requirements**

- #162 Implement in CRIS CCR Packages 200812151334 and 200812031002
  - 1 Work Stoppage
  - *Approved (since, Closed; made production release on 9/8)*
- #160 Increase the accuracy of POA&M entries for e-Gov scorecard
  - 4 Interdependent Requirement
  - *Approved*
- #158 RqMT Export to Word
  - 5-Non-mission Essential
  - Will proceed based on urgency level priorities; may be re-ROM'd additional hours
  - *Approved*
- #152 e-Gov Scorecard Update
  - 5-Non-mission Essential
  - Near completion; being test by In Su Song so development team will follow up
  - *Approved*
- #146 RqMT and D2CAM
  - 3 Mission Essential
  - Ready, but waiting on interdependent requirement
  - *Approved*
- #141 D2CAMIS Phase 2

- 3 Mission Essential
  - SIPRNET concerns were discussed in association with this request
  - Rod mentioned there had been a couple inquiries about this request
  - Rod initially wanted to keep "Approved" but hold off until meeting with Mike Buchner on this
  - Since, however, Mike Buchner was testing what was developed and it appears that initial SIPRNET concerns would not hold up this specific requirement and could be discussed at a later date
  - Approved
- #138 RqMT Portfolio Association
  - 5-Non-mission Essential
  - Approved
- #137 RqMT Admin
  - 6 No immediate impact/nice to have
  - Approved
- #129 RqMT Group
  - 3 Mission Essential
  - Tasked to continue and assign for front-end development
  - Approved
- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - 3 Mission Essential
  - It was discussed that a CCR package was pending for modeling CRIS
  - Approved
- #68 Common Vocabulary
  - 4 Interdependent Requirement
  - A meeting will be held with Christy Boostrom, Nate Minshew, and Gary Hunt to discuss further with regards to EACCR involvement
  - *Resulting Status: On-Hold*
- #39 EIM- PM Validation
  - 3 Mission Essential
  - About 70% FE completed and 90% DB completed
  - Kim Thompson projects it will be completed by end-of-month
  - Also noted that PM process change review will be needed
  - Approved
- #77 RqMT Save Draft Capability
  - 5 Non-mission Essential
  - A follow-up with the submitter will be performed to see their status since it has been on hold awhile
  - On-Hold
- #11 DITPR Automatic Upload
  - 5-Non-mission Essential
  - A follow-up with the submitter will be performed to see their status since it has been on hold awhile; otherwise, it can be cancelled
  - On-Hold
- #96 JDDA-E Reference Model Taxonomies
  - 3 Mission Essential
  - *Resulting Status: Transferred (EAACR)*

- #70 Add CSV Mission Services to RDPS front end & CRIS database
  - 3 Mission Essential
  - Under Review
  - *Resulting Status: Transferred (EAACR)*
- #160 Increase the accuracy of POA&M entries for e-Gov scorecard
  - 4-Interdependent Requirement
  - *Resulting Status: Approved*

#### **E. General Discussions**

- Rod directed that a requirement should be generated to provide the functionality to link interdependent requirements and note an actual urgency rather than just "4 Interdependent Requirement"

## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** December 10, 2008, 11:00am – 12:00pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager)

(b)(6) (DRC)

(b)(6) (CSC)

(b)(6) (RTGX)

**A. Requirements "Ready for Approval":**

- #161 RqMT name change in CRIS
  - Change name from RMS to RqMT
  - Mr. Kinney had agreed with this in a meeting Monday
  - Rod Rodriguez will discuss this with Major. Hunn and Susan White
  - *Resulting Status: Approved*
- #158 RqMT Export to Word
  - 5-Non-mission Essential
  - *Resulting Status: Approved*
- #154 RqMT Email Notification for Document Entry
  - 5-Non-mission Essential
  - *Resulting Status: Approved*
- #153 Business Rules for CRITR (ERA PKI)
  - 4-Interdependent Requirement
  - Interdependent with #152, but #153 (input) actually would have to be completed first before #152 (output)
  - Brought up suggestion that a place on the IRMDR requirement form could indicate req. ID and join-out as hyperlink to dependent requirement(s)
  - Gary accepted task to create requirement to develop this; would also require DB team to define field to store such data
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #160 Increase the accuracy of POA&M entries for e-Gov scorecard
  - 4-Interdependent Requirement
  - *Resulting Status: Approved*
- #159 RqMT Filter on Date Submitted
  - 5-Non-mission Essential
  - *Withdrawn by submitter just prior to CCB Resulting Status: Closed*

**C. Requirements Performed Under the "4 Hours or Less & No Architecture Impact" Rule**

- #157 RqMT Ad Hoc Report
  - 5-Non-mission Essential
  - (ROM'd at 2 hrs.)

- #156 RqMT Dynamically Load Documents
  - 5-Non-mission Essential
  - (ROM'd at 4 hrs.)
- #155 RqMT Screen changes
  - 5-Non-mission Essential
  - (ROM'd at 4 hrs.)

#### **D. General Discussions**

- It was noted that Kim Thompson would be out next week and her back-ups would be Mike Taylor or Craig Wilkes
- Keith to be out first week of January; Lon Huffman could back him up
- Rod directed that CCB's would not be scheduled during the week of Christmas or New Years due to number of people being out



## Minutes

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** December 4, 2008, 11:00am – 12:00pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager)

Dennis Strong (TCJ6-AO)

(b)(6) (CSC)

(b)(6) (RTGX)

(b)(6) (Northrop Grumman)

(b)(6) (Asynchrony)

**A. Requirements "Ready for Approval":**

- #152 e-Gov Scorecard Update
  - 4 - Interdependent Requirement, changed to 5 – Non Mission Essential
  - 20 hrs. front-end work, pretty much just involves adding a couple of columns
  - *Resulting Status: Approved*
- #151 Revise JPD Pick List
  - 5-Non-mission Essential
  - Will also go through CCR process, but can begin work
  - Only 4 hrs. of database work and half-hour of front end review
  - *Resulting Status: Approved*
- #148 Activity Validation Report – enhancement
  - 3-Mission Essential
  - Involves adding functions to the CRITR report
  - *Resulting Status: Approved*
- #146 RqMT and D2CAM
  - 3-Mission Essential
  - (last week's email voting: approved by Kim Thompson, Disapproved by Steve Pierson, final status was to be discussed)
  - Steve had a larger concern about architecture-related requirements and the use of RMS and the "single funnel"
  - General consensus was that this specific requirement is appropriate for IRMDR and not generally effected by such concerns
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- #150 IRMDR CCB Minutes
  - 6-No immediate impact/nice to have
  - *Resulting Status: Approved*

**C. Requirements Performed Under the "4 Hours or Less & No Architecture Impact" Rule**

- #147 CRITR BIN Help Information
  - 5-Non-mission Essential
  - Status-Closed (ROM'd at 4 hrs. with no architecture impact, so as per rule, approved outside CCB)

#### **D. General Discussions**

- Minutes from Nov. 6 CCB approved
- #140 RqMT System Association, mentioned had been moved to EAACR process
- Rod discussed future use of involving RMS and the “single funnel” approach with regards to IRMDR requirements

## Minutes

**November 6, 2008**

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Minutes

**Date/Time/Location:** November 6, 2008, 2:00pm – 3:00pm, USTC-CR-HALVORSEN

**Attendees:**

Rod Rodriguez (CCB Chairperson & Project Manager)

(b)(6) (CSC)

(b)(6) (RTGX)

(b)(6) (Northrop Grumman)

(b)(6) (Asynchrony)

**A. Requirements "Ready for Approval":**

- #142 Remove "Both" as a valid OA-Type in CRITR
  - *Resulting Status: Approved*
- #141 D2CAMIS Phase 2
  - Nate recommended holding for review by TCJ6-AO per previous CCB guidance
  - Keith mentioned request has high visibility and downward directed from Mr. Osborne; briefed at the Secretary of Defense level. Nate agreed to expedite this request
  - CCB Chair decided to move this requirement to EAACR for their review
  - *Resulting Status: Under Review*
- #133 RqMT Requirement Status screen
  - Just adds a pub section to form
  - Tim Bastressis working with Susan White to prioritize this and similar submitted requests
  - *Resulting Status: Approved*
- #128 RqMT Level Code
  - *Resulting Status: Approved*
- #129 RqMT Group
  - *Resulting Status: Approved*
- #132 RqMT Fields to Edit
  - Provides manager ability to edit all fields in their tables, which they currently do ODBC
  - Since comments do not provide basis for Urgency 3 – Mission Essential, it was changed to an Urgency 5 - Non-Mission Essential
  - Keith will inform the submitter they could attend CCB to justify mission criticality
  - *Resulting Status: Approved*
- #134 RqMT Report
  - Is interdependent to #133 so urgency changed to Urgency 4 -Interdependent
  - *Resulting Status: Approved*
- #127 RqMT Flag for 90/60/30 days due
  - *Resulting Status: Approved*
- #130 RqMT minutes addition
  - Similar to what we want for our IRMDR CCB minutes (Keith has code)
  - *Resulting Status: Approved*

- #131 RqMT Filter for Requirement ID
  - This involves creating ID numbers for their requirements
  - *Resulting Status: Approved*
- #135 RqMT Adhoc Reports
  - *Resulting Status: Approved*
- #136 RqMT Requirements Status Screen
  - Involves ability to filter on priority, status, and portfolio domain
  - *Resulting Status: Approved*
- #138 RqMT Portfolio Association
  - Discussed what portfolio domains were involved
  - *Resulting Status: Approved*
- #139 RqMT Due Date Report
  - *Resulting Status: Approved*
- #140 RqMT System Association
  - Nate thought this raises a flag on global impact
  - Moved to EAACR
  - *Resulting Status: Under Review*
- #137 RqMT Admin
  - *Resulting Status: Approved*

**B. Requirements "Proposed":**

- None

**C. General Discussions**

- Minutes from Oct. 29 CCB approved
- Nate described EAACR process flow:
  - Dennis receives EAACR requirement
  - Goes to impact assessment team
  - Returns to Dennis or Nate
  - Then it can go to CMWG review board, which is chaired by Steve Pierson
  - It is decided if it then goes to IRMDR
- First requirement in the EAACR funnel was the DeMIT requirement, which we may see next week at the CCB
- Also discussed functionality of having IRMDR CCB minutes available on IRMDR web site

## Approved Minutes

October 29, 2008

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Notes

**Date/Time/Location:** 29 Oct 08, 1:30 – 2:10, USTC-CR-STANFORD

### Attendees:

Rod Rodriguez (CCB Chairperson & Project Manager)

(b)(6) (CSC)

(b)(6) (RTGX)

Steve Pierson (TCJ6-AO Branch Manager)

Dennis Strong (TCJ6-AO)

(b)(6) (Northrop Grumman)

(b)(6) (Asynchrony)

### A. Requirements "Ready for Approval":

- #122 CRITR - Architecture - add "Validate" (against BEA) button
  - *Resulting Status: Approved*
- #123 DITPR 6.0 ETP Changes
  - *Resulting Status: Approved*
- #124 CRITR Contingency Plan History Update
  - *Resulting Status: Approved*

### B. Requirements "Proposed":

- #126 Distribution Enterprise Management Information Tool (DEMIT)
  - Steve believes that this request needs to be refined more in that other existing tools may look at the same data, but differently
  - EA wants to review, so this will also be copied "manually" into the Enterprise Architecture Artifact Change Request system
  - Note: that DEMIT was Transferred into the Enterprise Architecture Artifact Change Request tool for EA evaluation on 30 Oct 08.
  - *Resulting Status: Under Review*

### C. General Discussions

- Prompted by request #124, Rod reminded members that if a request ROM is 4 hours or less and does not effect architecture, then work can go ahead, but it will still need to go before CCB to be reviewed
- Request #126 prompted discussion on processing of EA related requests and the new Enterprise Architecture Artifact Change Request system (EAACR)
  - Buttons for pushing and pulling EAACR requests to and from IRMDR and ERV are going to be part of phase 2 process
  - When a request is submitted into the EAACR, EA leads will be automatically notified with an email
  - In the future, requirements covering the following systems will go into the EAACR:
    - RqMT
    - D2CAM
    - Demit
    - EA Quest (a similar future tool)

- Additionally, Rod mentioned wanted to review the CCB charter and process

October 15, 2008

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Notes

**Date/Time/Location:** 15 Oct 08, 1:00 – 2:00, USTC-CR-J6O-P

**Attendees:**

Brent Bingham (CCB Chairperson & Project Manager)

Rod Rogriguez

(b)(6) (RTGX-IRMDR PM)

(b)(6) (DRC)

(b)(6) (CSC)

(b)(6) (RTGX)

Mark Lavia

**A. Requirements "Ready for Approval":**

- #117 RqMT Hierarchy Capability
  - DPFM work area
  - Involves ability to decompose hierarchies
  - Urgency status changed to 4 - Interdependent Requirement
  - *Status: Approved*
- #118 RqMT Linking Capability
  - DPFM work area
  - Involves ability to link hierarchies
  - Urgency status changed to 4 - Interdependent Requirement
  - *Status: Approved*
- #119 RqMT Due Date Flag
  - DPFM work area
  - Requires the capability to have an automated "flag" 30, 60 and 90 days before a requirement is due
  - Urgency status changed to 5 - Non-Mission Essential
  - *Status: Approved*
- #120 RqMT RqMT Search Capability
  - DPFM work area
  - Requires the capability to conduct word specific searches on the requirements in the tool
  - Urgency status changed to 5 - Non-Mission Essential
  - *Status: Approved*

- #121 RqMT Status Codes
  - DPFM work area
  - Involves changing statuses
  - Urgency status changed to 5 - Non-Mission Essential
  - *Status: Approved*
- #114 CRITR - Architecture - BEA OV5 Lowest Level
  - CRITR work area
  - Just 40 hrs. front-end work
  - Urgency status 3- Mission Essential
  - *Status: Approved pending feedback from Enterprise Architecture voting member (Dennis or Steve)*
- #115 CRITR - Architecture - BEA HRM Extensions
  - CRITR work area
  - Involves no development, just user input of data
  - *Status: Approved, but after follow-up with user, Close, pending feedback from Enterprise Architecture voting member (Dennis or Steve)*
- #116 IRMDR Requirements Tool Expansion
  - Misc work area
  - Involves allowing developers and managers ability to track work on debugs and fixes
  - Brent suggested adding urgency code of "0 – Tool Suite Repair Action" that could only be viewed by manager and worker roles so that "behind the scenes" repair work could be tracked
  - Test describing solution in previous point to be added to requirement description
  - Brent will be government lead and Keith will coordinate with Mike Pollock on development
  - Urgency status changed to 5 - Non-Mission Essential
  - *Status: Approved*
- #122 CRITR - Architecture - add "Validate" (against BEA) button
  - CRITR work area
  - Purpose of this Validate button, or flag
  - Follow-up required prior to approval due to interdependencies with Ops Architecture and SVG
  - Need to coordinate/follow-up with Steve Pierson and Dennis Strong
  - Need to follow-up with Greg Bickel and Susan regarding interdependencies
  - Urgency status change from 5 - Non-Mission Essential to 4 - Interdependent Requirement
  - *Status: Leave as Ready for Approval*

**B. Requirements "Proposed":**



o None

### **C. General Discussions**

- It was noted that the submit button issue was fixed in the 10/16 release
- Keith suggested eliminating Desired Delivery Date due to possible confusion over perceived relative aspects of the provided dates
- Brent wanted in the future that a requirement noted when the government lead departs
- Brent also directed that in the future, makes sure a requirement description has wording noting the reason for 3 – Mission Critical urgency, otherwise assign such requests 5 – Non-Mission Critical

Sept 12

**October 9, 2008**

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Notes

**Date/Time/Location:** 9 Oct 08, 1:00 – 2:00, USTC-CR-J6O-P

**Attendees:**

Brent Bingham (CCB Chairperson & Project Manager)

Rod Rogriguez

Steve Pierson

(b)(6) (RTGX-IRMDR PM)

(b)(6) (DRC)

(b)(6) (CSC)

(b)(6) (Asynchrony)

(b)(6) (RTGX)

**A. Requirements “Ready for Approval”:**

- #111 Enhance CPRP
  - No database change, just adding and re-writing queries, Keith will code
  - *Status: Approved*
- #112 Separate PIA and PA reporting management roles subject area. Change CRITR to treat the PA/SSN/Forms area as a separate subject area from PIA.
  - *Status: Approved*
- #113 EA Requirements Management System
  - ROM DB 33 hrs., Front-end 80 hrs.
  - Urgency 2- Mission Critical
  - Have input text box on screen could be modified to work, but need DB back-end to support
  - CPRP is meeting now, so this ability to input and display manager comments and information needed
  - *Status: Approved*

**B. Requirements “Proposed”:**

- None

**C. General Discussions**

- None

Approved *re*

**October 1, 2008**

**Subject:** Information Resource Management Data Repository Tool Suite (IRMDR) CCB Meeting Notes

**Date/Time/Location:** 1 Oct 08, 1:00 – 2:00, USTC-CR-J6O-P

**Attendees:**

Brent Bingham (CCB Chairperson & Project Manager)

Dennis Strong

(b)(6) (RTGX-IRMDR PM)

(b)(6) (DRC)

Mike Taylor

(b)(6) (Asynchrony)

(b)(6) (RTGX)

**A. Requirements “Ready for Approval”:**

- #108 Data Administration
  - Had been voted on via email
  - *Status: Closed*
- #110 Convert CRITR Codes to Plain Language
  - Approved via electronic voting
  - *Status: Approved*
- #106 EA Requirements Management System
  - Meeting with stakeholders 10/2/08 1 pm
  - It may be more complex than ROM of 240 hrs., but this will be determined at meeting
  - Given the Urgency or 6 – Mission Essential, will need to verify what may be bumped to give this request priority
  - Brent will decide status and update after meeting
  - *Status: Ready for Approval (but possibly Approved contingent on meeting)*
- #61 D2 CAM
  - Essentially closed as far as user is concerned, but some back-end work still being performed, and front-end steps not documented as completed
  - *Status: Approved (but after will soon be moved to Closed)*

**B. Requirements “Proposed”:**

- #65 Exercise IT System Support Coordination
  - Moved to On-hold so can be brought back if needed
  - *Status: On-Hold*

- #77 RqMT Save Draft Capability
  - Maj. Dibble, initial govt. lead for request is gone, so Joyce and team will follow-up with Susan White to see if still needed
  - Determination of new POC and need will prompt future status to change On-Hold if needed or Closed of not
  - *Status: Under Review*
- #96 JDDA-E Reference Model Taxonomies
  - Some thought this request was premature, but Christy Boostrom believed really needed and has structure and values ready
  - However, this will be left Under Review pending statuses of other Enterprise Architecture requests
  - *Status: Under Review*
- #70 Add CSV Mission Services to RDPS front end & CRIS database
  - This appears to be focused on business processes rather than architecture and technical services
  - Brent will follow-up with Theresa Kaiser on where this stands

### **C. General Discussions**

- #87 Streamlined CRIS Access
  - Discussion:
    - Joyce said legal had issue with digital signatures, so maybe the request should be placed on hold
    - Other CCB members stated that it has been used with other requests and projects so it should not be an issue
    - Brent suggested Joyce go back to Bill and legal, show them the form that has/will be used that has worked before, and get clarification and legal's ok
- Possible meeting conflict with Asynchrony members whereby their weekly meeting is Wed. at 1:30 pm, but we will keep ours at 1 pm, unless we require Asynchrony participation
- Force Planning Conference and construction-related moves will be occurring in about a couple weeks so these may effect CCB meeting times and locations

MEMORANDUM FOR CO IRMDR TOOL SUITE CONTRACT

*Accepted m*  
12 Feb 09

FROM: Ross Technologies, TCJ6-AD

SUBJECT: Contract Deliverable Acceptance (CRIS Contingency Plan Rev 1)

1. In accordance with the performance objectives Contract GS-35F-0410R (1 Jul 08) HTC711-08-F-0038, the following deliverable is presented for review and acceptance:

1.4.5	The Contractor shall provide coordination with network operations, perform system testing and maintain currency on all system accreditation as required by the Government	As required
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2. The CRIS Contingency Plan Revision 1 was developed as a result of the Contingency Plan tabletop walkthrough as an exercise test of the plan. Comments received from the J6-AD about the Final CRIS Contingency Plan on 9 Feb 09 have also been incorporated.

3. Request the IRMDR Tool Suite COR review and accept the CRIS Contingency Plan Rev 1 as submitted.

(b)(6)

✓ Administrative Project Manager  
Ross Technologies

2 Attachments:

1. CRIS Contingency Plan Rev 1
2. CRIS Contingency Plan Walkthrough Minutes

1<sup>st</sup> Ind to Ross Technologies, TCJ6-AD Memorandum, 12 Feb 09, Subject: Contract Deliverable  
Acceptance (CRIS Contingency Plan Rev 1)

TO: Ross Technologies

12 Feb 09

The CRIS Contingency Plan is accepted.



IRVING RODRIGUEZ  
Chief, Integration Management,  
IRMDR Tool Suite COR  
USTRANSCOM/TCJ6-AD

2 Attachments:

1. CRIS Contingency Plan Rev 1 (removed)
2. CRIS Contingency Plan Walkthrough Minutes (removed)

**RTGX**  
ROSS TECHNOLOGIES, INC.  
XPECT. XPAND. XCEL.



## CRIS CONTINGENCY PLAN

February 12, 2009

**RTGX**  
ROSS TECHNOLOGIES, INC.  
XPECT. XPAND. XCEL.

Contract GS-35F-0410R (1 Jul 08)  
HTC711-08-F-0038

Prepared By:  
Ross Technologies, Inc (RTGX)  
8825 Stanford Blvd, Suite 306  
Columbia, MD 21045

Version	Date	Description
DRAFT	7/14/2008	Initial Draft DIACAP version
Revised Draft	1/5/2009	Revised Draft
Draft	1/2/2009	Draft
Final	1/12/2009	Final
Revised Final	2/12/2009	Revision to add appendices as shown in USTC Contingency Plan Template

**Author:**

(b)(6)  
Admin Project Manager, Ross Technologies, Inc.

**Quality Control Review**

(b)(6)  
Ross Technologies, Inc.

**UNITED STATES TRANSPORTATION COMMAND**  
**Command, Control, Communications, and Computer Systems Directorate**



**CRIS CONTINGENCY PLAN**

USTRANSCOM TCJ6-AD  
508 Scott Drive  
Scott AFB, IL 62225-5326

12 Feb 2009

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SUBJECT: CRIS Contingency Plan Rev 1

**PURPOSE:**

The purpose of this cover letter is to obtain approval for TCJ6-AD to publish the CRIS Contingency Plan Rev 1. This Plan covers CRIS compliance with the twelve continuity controls from DODI 8500.2 that pertain to a MAC III Sensitive system such as CRIS.

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Approved By:

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**Rod Rodriguez**  
**Chief, Integration Management**

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**UNITED STATES TRANSPORTATION COMMAND**  
***Information Resource Management Data Repository***  
***(IRMDR)***



**UNCLASSIFIED**  
**CRIS CONTINGENCY PLAN**  
**February 12, 2009**

**Prepared for:**  
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Version	Date	Description
DRAFT	7/14/2008	Initial Draft DIACAP version
Revised Draft	1/5/2009	Revised Draft
Draft	1/2/2009	Draft
Final	1/12/2009	Final
Revised Final	2/12/2009	Revision of Final to incorporate the USTC Contingency Plan template formats

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## 1 Overview

The purpose of this CRIS Contingency Plan (CP) is to ensure interim measures are in place to recover information technology (IT) services following an emergency or system disruption.

### 1.1 Executive Summary

This Contingency Plan covers CRIS compliance with the twelve continuity controls from DODI 8500.2 that pertain to a MAC III Sensitive system such as CRIS. (See Attachment 1 for controls and their related paragraph in this plan)

### 1.2 System Description

A description of CRIS can be reviewed in the IRMDR System Administration Guide, paragraph 2.1.1.

### 1.3 System Functionalities

CRIS functionalities are described in the IRMDR System Administration Guide, paragraph 11.4.

### 1.4 System Architecture

The CRIS configuration consists of five servers located at Scott AFB, IL in Buildings 1900 and 1575. Three servers are web servers and two are database servers. Building 1900 has the Production Web server (CRIS02), the Development Web server (DEVCRIS), and the Development Database server (OMDDEVEL03). Building 1575 has the Production Web server (CRIS01) and the Production Database server (CRISDB02). CRIS01 and CRIS02 servers operate in a failover mode so any failure of one is automatically covered by the other.

USTRANSCOM users, who are inside the firewall, access CRISDB02 along the USTRANSCOM LAN through the CRIS02 web server. Selected users, who are inside the firewall, may access CRISDB02 along the USTRANSCOM LAN using an ODBC connection without going through CRIS02. USTRANSCOM users, who are outside the firewall, access CRISDB02 over a VPN through the firewall to the USTRANSCOM LAN and then through CRIS02 web server.

Other users access CRIS either over the internet to the NIPERNET or directly from the NIPERNET through the firewall located in the DMZ before going through CRIS02 web server to CRISDB02.

Figure 1 shows the configuration graphically.

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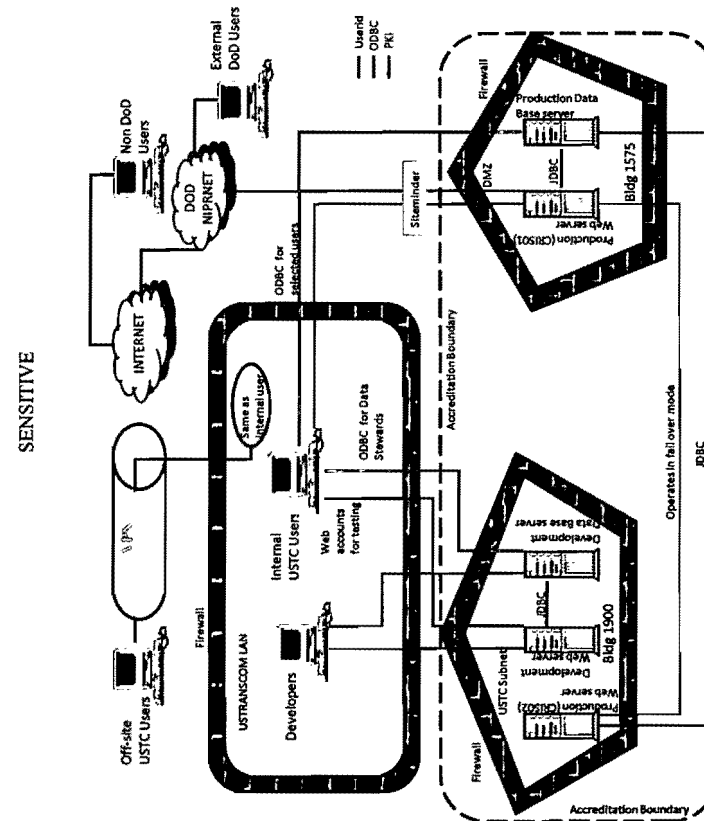


Figure 1. System Configuration

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#### 1.4.1 Hardware

The following table provides a key hardware listing of the CRIS.

Virtual Name / Host Name	Manufacturer / Model	Serial Number	Building
<u>Database Production</u> CRISDB02.transcom.mil/ CRISDB02	Dell Power Edge 6850	GLPBLD1	Bldg 1575
<u>Database Development</u> OMDDEVELO3.transcom.mil/ OMDDEVELO3	Dell Power Edge 6850	CLPBLD1	Bldg 1900
<u>Web Production (CRIS01)</u> CRIS01.transcom.mil/ CRIS01	Sun V210	FM1950055	Bldg 1575
<u>Web Production (CRIS02)</u> CRIS02.transcom.mil/ CRIS02	Sun V210	FM52020142	Bldg 1900
<u>Web Development</u> <u>(DEVCRIS)</u> DEVCRIS.transcom.mil/ DEVCRIS	Sun V210	FM51950047	Bldg 1900

Table 1. CRIS Hardware List (last updated - 30 Oct 2008)

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#### 1.4.2 Software

The following table provides the key software listing for the CRIS servers.

Virtual Name / Host Name	Operating System	Primary Application	Other Applications
<u>Database Production</u> CRISDB02.transcom.mil/ CRISDB02	Windows 2003 R2 64bit w/service pack 1	Oracle Database Server 10g release2 ver 10.2.0.3.0	Symantec antivirus (AV) ver 10.1 Winzip 9.0 Cygwin Tools ver 2.05b.0 Perl ver 5.8.4 Windows 2003 support tools ver 5.2.3790
<u>Database Development</u> OMDDEVELO3.transcom.mil/ OMDDEVELO3	Windows 2003 R2 64bit w/service pack 1	Oracle Database Server 10g release2 ver 10.2.0.3.0	Symantec AV ver 10.1 Winzip 9.0 Cygwin Tools ver 2.05b.0 Perl ver 5.8.4 Windows 2003 support tools ver 5.2.3790
<u>Web Production (CRIS01)</u> CRIS01.transcom.mil/ CRIS01	Solaris 10	Adobe Cold Fusion MX7 ver 7.2 Apache Web Server ver 2.0.61	Open Source Socket Layer ver 323
<u>Web Production (CRIS02)</u> CRIS02.transcom.mil/ CRIS02	Solaris 10	Adobe Cold Fusion MX7 ver 7.2 Apache Web Server ver 2.0.61	Open Source Socket Layer ver 323
<u>Web Development</u> <u>(DEVCRIS)</u> DEVCRIS.transcom.mil/ DEVCRIS	Solaris 10	Adobe Cold Fusion MX7 ver 7.2 Apache Web Server ver 2.0.61	Open Source Socket Layer ver 323

Table 2. CRIS Software List (last updated - 30 Oct 2008)

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### 1.5 Contingency Personnel

The participants in each contingency situation are as follows:

Office/Organization	Name	Phone	E-mail
CRIS Enterprise Engineer J6-AD	Mr. Brent Bingham	229-4661	<a href="mailto:Brent.bingham@ustranscom.mil">Brent.bingham@ustranscom.mil</a>
CRIS Project Manager J6-AD	Mr. Rod Rodriguez	229-1221	<a href="mailto:Rod.rodriguez@ustranscom.mil">Rod.rodriguez@ustranscom.mil</a>
System Administrator Database servers J6-OMD	Mr. Craig Cook	229-4074	<a href="mailto:Craig.cook.ctr@ustranscom.mil">Craig.cook.ctr@ustranscom.mil</a>
System Administrator Web servers J6-OMW	Mr. Lamont (Justin) Rudock	229-3122	<a href="mailto:lamont.rudock.ctr@ustranscom.mil">lamont.rudock.ctr@ustranscom.mil</a>
CRIS Information Assurance Officer J6-AD	Mr. Tom Becker	229-1225	<a href="mailto:Thomas.becker.ctr@ustranscom.mil">Thomas.becker.ctr@ustranscom.mil</a>
Database Engineer J6-AD	Ms. Kim Thompson	229-4813	<a href="mailto:Kimberlea.thompson.ctr@ustranscom.mil">Kimberlea.thompson.ctr@ustranscom.mil</a>
Database Manager J6-AD	Mr. Lon Huffman	229-1229	<a href="mailto:Lon.huffman.ctr@ustranscom.mil">Lon.huffman.ctr@ustranscom.mil</a>
Web Development J6-AD	Mr. Gary Hunt	229-1210	<a href="mailto:Gary.hunt.ctr@ustranscom.mil">Gary.hunt.ctr@ustranscom.mil</a>

Table 3. Contingency Personnel

## 2 Maintenance Support

### 2.1 Maintenance and Parts

CRIS is a Mission Support system and does not require maintenance support or spare parts within 24 hours.

The following table shows the warranty information for each server. They are all currently on the BA-03 Table, which is the normal maintenance for the majority of the hardware in the Command and response time is 72-hours. BA-01/02 Tables cost is very expensive and requires justification. The two with warranty should not have a problem getting parts for them but maintenance might be another issue.

If those servers need 24 hour maintenance/parts, the Government rep will submit an email or letter of justification to TCJ6-XI (Ms. Ellsworth or Ms. Davis) so that they can be elevated to a different B-Table.

Server Function	Make/Model	Serial Number	Location	Warranty
CRIS Dev Database	Dell Power Edge 6850	CLPBLD1	Bldg 1900	September 2010
CRIS Production	Dell Power Edge 6850	GLPBLD1	Bldg 1900 RM 143	September 2010
CRIS web Production	Sun V210	FM51950055	Bldg 1575	Expired June 2006

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Server Function	Make/Model	Serial Number	Location	Warranty
CRIS web Production	Sun V210	FM52020142	Bldg 1900 (Fishbowl)	Expired June 2006
CRIS web Development	Sun V210	FM51950047	Bldg 1900 RM 143	Expired June 2006

Table 4. CRIS Servers Maintenance Coverage

### 2.2 Electrical Power

The CRIS servers reside in the USTRANSCOM computer facilities of Buildings 1900 and 1575. Emergency backup power is provided by those facilities as part of their procedures for contingency response.

## 3 Backup Copies of Critical Software

### 3.1 Database servers:

Currently CDs for the operating system (OS) and other critical application software are stored in the TCJ6-OMD office in Building 1900. CRIS Production server is configured in Building 1575. This makes CRIS compliant with IA Control COSW-1 since the backup CDs are in building 1900 and the server is in building 1575.

### 3.2 Web servers:

CRIS production Web servers include CRIS 01(Bldg 1575), CRIS 02 and DEVCRIS (Bldg 1900). Backup of the servers (data and OS with critical application SW) is done to hard disk on a separate server in Bldg 1900. Any loss of the Bldg 1900 servers and backup OS, could be reconstituted using the CRIS 01 server OS and data from bldg 1575 and vice versa. CRIS 01 and CRIS 02 operate in a failover mode to maintain CRIS production service.

### 3.3 Data Backup Frequency

#### 3.3.1 Database Server

There are two forms of daily backups of the data base production and development servers; an Oracle daily hot backup and a daily export. The daily hot backups are kept until the next daily hot backup over writes the previous one. Daily export backups are kept for a week. The eighth day export backup overwrites the first day export backup, ninth day over writes second day, etc. Export files are also periodically stored on another server set aside specifically for that purpose. The Oracle instance, the operating system, and the other software on the servers are backed up every four months or just before installing a patch or software update, whichever occurs first.

#### 3.3.2 Web Server

The production and development database web servers get a full backup (disk image) weekly that is stored on the web server for 4 weeks. The fifth week full backup over writes the first week full backup, sixth week over writes second week, etc.

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### 3.4 Protection of Backup and Restoration Assets

Physical and logical resources are stored and used in 'controlled areas' to protect them against theft, modification, or destruction. Barriers, locks, and alarm systems are used to prevent and detect unauthorized access to the computer facility. Electronic access cards and key-pads are used to control access to each system area in order to ensure that only authorized individuals gain entry. Any backup media is secured in the controlled access area with access limited to those personnel who are authorized to perform system backups. System Authentication that must be satisfied to accomplish recovery is by Userid and password of designated System Administrators. Password policy is min of 15 characters, changed at least every 60 days, and at least two administrators assigned. The Administrators are from TCJ6-OMD and OMW.

## 4 Continuity/Recovery

### 4.1 Scenarios

From the perspective of restoring CRIS, the failure mode of most concern is loss of the primary servers, either through the catastrophic failure of the servers themselves, loss of facilities housing them, or through the loss of network connectivity. Loss of the server itself could be a result of a variety of events including preplanned or accidental manmade or natural disasters. The SAs will take the lead in troubleshooting to determine the cause of the problems. The USTCLAN administrators will assist in that effort as necessary. Once the cause and severity of the disruption to service is pinpointed, a decision for activation of the CRIS Contingency Plan will be made by the Enterprise Engineer and CRIS PM with requested input from the other personnel shown in paragraph 3 above. This decision will be based on the specific problem causing the outage (if known), the amount of time needed to effect repairs or corrective action, and the current operational situation.

Another failure mode of concern is database problems associated with user accounts or database structure. User account problems usually stem from inactivity of the account and can be resolved by the Account Administrator. Database structure problems usually follow a change to the database and are resolved by the database engineers.

### 4.2 Notification

If a user detects server problems, network problems, or is alerted to some other major facility problems, they will notify the TRANSCOM Help Desk by phone or by other means. When the Help Desk determines what area is the likely problem they notify the CRIS Database Manager in the J6-AD branch. Some CRIS users may notify the CRIS DB Manager or the CRIS Accounts Administrator directly when they are collaborating on CRIS applications. Informal coordination and analysis that takes place between the server System Administrators and the J6-AD CRIS Manager and Administrators is represented by the dashed lines in the following Figure 2. The CRIS PM is notified when a system outage is extending beyond one hour.

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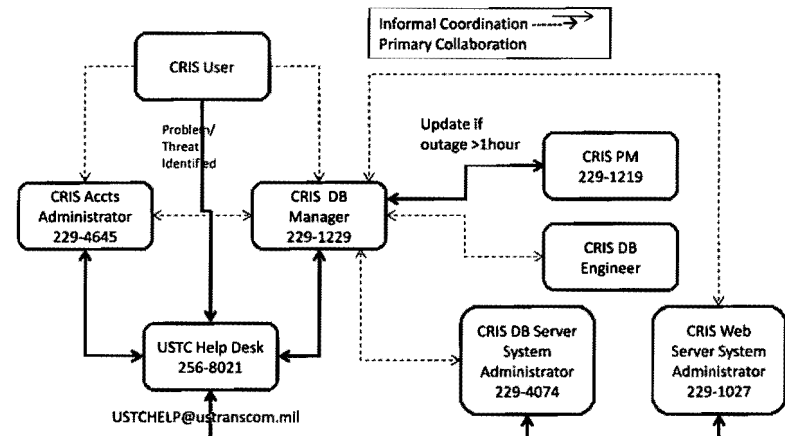


Figure 2. CRIS Notification Flow

The USTRANSCOM Help Desk (256-8021) is responsible for providing level one customer support by responding to calls, emails and other notifications that users are having difficulty with CRIS automation services. If during the troubleshooting procedure the Help Desk determines that it may be a system or server problem, they notify the appropriate SA for that server. The SA will in turn check out the server and network problem. If the problem appears to warrant level-2 support, the SA contacts the USTCLAN system administrators to continue to isolate the fault and troubleshoot the problem. If the problem appears to be of sufficient severity or duration to warrant activation of the Contingency plan, the CRIS PM will be notified and will closely monitor the situation.

The Accounts Administrator and other CRIS Administrators receive notices from the database when there are processing errors. They in turn notify the USTRANSCOM Help Desk if it's not a user account or database problem. The Administrators provide a proactive help desk service by identifying and correcting many problems before users are aware of them.

### 4.3 Alt site

CRIS production server is configured in Building 1575 and the development server is configured in Building 1900. CRIS production Web servers include CRIS 01(Bldg 1575), CRIS 02 (Bldg 1900). CRIS development web server DEVCRIS is located in Bldg 1900 and could be reconfigured in a few days to provide full service as a production web server. Both sites are trusted computer facilities. The web servers at either site will provide partial to full restoration of CRIS service until a replacement web server is configured. The development database server

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in Building 1900 can be reconfigured to provide partial CRIS service until a replacement production server is configured. Enclave boundary defense at either CRIS server location is identical (see Figure 1 for reference).

#### 4.4 Disaster and Recovery Planning

Restoration priority for CRIS is production database servers, production web servers, development database servers, and then development web server. Associated backup data and software applications have the same priority as their respective servers.

##### 4.4.1 Minimum Disaster

In the event of the loss of one server, the provisions of this contingency plan are implemented to restore and recover CRIS operational capability based on the CRIS PM determination that these procedures are necessary versus the established maintenance and repair provisions in existence at the time.

##### 4.4.2 Major Disaster

In the event of the loss of one of the two buildings housing the CRIS servers, this contingency plan is implemented to restore and recover CRIS operational capability in the following priorities.

The production servers (database and web) must be recovered to provide the essential functions of CRIS. The development servers are less critical and can be recovered after the production servers or at an even later date if necessary. The USTRANSPORTATION COOP covers the restoration of local network infrastructure but CRIS is not considered a mission essential system so its priority for network support may not get it fully operational at first, if at all.

Alternate site implementation for CRIS will be after all priorities of the USTRANSCOM COOP are satisfied. Following restoration of the production servers any required data from CRIS may be extracted by the SAs at the server consoles if network connectivity for CRIS is not yet available. Following satisfactory restoration of all USTRANSCOM COOP network priorities, CRIS connectivity will be requested to determine if capacity exists for CRIS connectivity to be restored.

The enclave boundary defense at either CRIS server location is identical so either site will function satisfactorily for security measures.

##### 4.4.3 Catastrophic Disaster

As noted in USTRANSCOM COOP, CRIS has not been designated as a critical system by the USTCJ3 in the command's Enterprise COOP. In the event of a major contingency, a complete replication of all CRIS's capabilities should not be expected. In particular, the CRIS servers (and the data they contain) and network file services may not be available in such COOP scenarios.

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#### 4.5 Scheduled Exercises and Drills

Actually implementing a scheduled outage as a simulation test of the contingency plan procedures may be difficult to schedule based on ops tempo, personnel availability, and other factors. As this is the case, a table top exercise with all key players will be completed to meet this requirement. The table top exercise will review given scenarios while the personnel (see paragraph 3) discuss their roles and responsibilities. This contingency plan will be reviewed and updated as needed during the yearly table top exercise.

The CRIS PM will document the results of the annual CRIS contingency plan exercise to include actions performed, dates of execution, participants, lessons learned, etc. All documentation associated with the annual CRIS exercise will be submitted by the CRIS PM to TCJ6-OIP. The CRIS PM will also update the IT Reporting/FISMA portion of CRIS.

##### 4.5.1 Scenarios

Loss of one production Web server or loss of the development Web server

- Hardware failure
- Operating system software problem
- Network connectivity problem

Loss of the production database server or loss of the development database server

- Hardware failure
- Operating system software problem
- Network connectivity problem

Loss of Building 1575 or Building 1900

- Restore Web server capability
- Restore database production server

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#### 4.5.2 Expected Test Results

SCENARIO	WHO	WHAT	RESOURCE	TIME
Loss of production Web server-hardware failure	SA	-Diagnose and notify maintenance -Configure other production Web server to handle all		15 minutes 4 hour
	Maintenance team	-Order part(s) -Install repair parts	-Parts	6 days 1 hour
Loss of production Web server-operating system failure	SA	-Diagnose -Define solution -Restore backup files -restart server -check restore	Backup files	15 minutes 1-4 hours 4 hours 15 minutes 1 hours
Loss of production Web server-network failure	SA	-Diagnose and notify network control center -Configure other production Web server to handle all if working		15 minutes 1 hour
	Network control center	- Diagnose - Define solution		Unknown Unknown
Loss of development Web server-hardware failure	SA	-Diagnose and notify maintenance -Order part(s)		15 minutes
	Maintenance team	-Install repair parts	-Parts	6 days 1 hour
Loss of development Web server-operating system failure	SA	-Diagnose - Define solution -Restore backup files -restart server -check restore	Backup files	15 minutes 1-4 hours 4 hours 15 minutes 1 hours
Loss of development Web server-network failure	SA	-Diagnose and notify network control center		15 minutes
	Network control center	Diagnose		unknown

Table 5. Loss of Web Server Contingency Actions

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SCENARIO	WHO	WHAT	RESOURCE	TIME
Loss of production Database server-hardware failure	SA	-Diagnose and notify maintenance		15 minutes
	CRIS PM	-Decide to configure development database server to do production		1 hour
	SA	-Reconfigure development DB server (relocate?) -Restart and restore	Backup files	2 days 1 hour 15 minutes
	Maintenance team	-Coordinate with Network control -Order part(s) -Install repair parts	-Parts	2 days 1 hour
Loss of production Database server-operating system failure	SA	-Diagnose - Define Solution -Restore backup files -restart server -check restore	Backup files	15 minutes 1-4 hours 4 hours 15 minutes 1 hours
Loss of production Database server-network failure	SA	-Diagnose and notify network control center		15 minutes
	Network control center	- Diagnose - Define solution		Unknown Unknown
Loss of development Database server-hardware failure	SA	-Diagnose and notify maintenance -Order part(s)		15 minutes
	Maintenance team	-Install repair parts	-Parts	6 days 1 hour
Loss of development Database server-operating system failure	SA	-Diagnose - Define solution -Restore backup files -restart server -check restore	Backup files	15 minutes 1-4 hours 4 hours 15 minutes 1 hours
Loss of development Database server-network failure	SA	-Diagnose and notify network control center		15 minutes
	Network control center	Diagnose Define solution		Unknown Unknown

Table 6. Loss of Database Server Contingency Actions

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SCENARIO	WHO	WHAT	RESOURCE	TIME
Loss of Building 1575- production database server and second production web server	CRIS PM	-Decide to configure development database server to do production or purchase new server		1 hour
	SA	-Reconfigure development DB server		2 days
		-Restart and restore	Backup files	1 hour
		-Coordinate with Network control		15 minutes
		-Configure Bldg 1900 production web server to handle all	servers	1 hour
Loss of Building 1900- development Database and web server and second production web server	CRIS PM Maintenance Team & SA	-Order replacement servers		2 months
		-Install replacement servers in new site		2 hours
	SA	-Configure servers	Backup files	4 hours
		-Restart and restore		1 hour
		-Coordinate with Network control		15 minutes
	SA & Database Manager	-Check restore		1 hour
Loss of Building 1900- development Database and web server and second production web server	SA	-Configure Bldg 1575 production web server to handle all		1 hour
	CRIS PM Maintenance Team & SA	-Order replacement servers	servers	2 months
		-Install replacement servers in new site		2 hours
	SA	-Configure servers	Backup files	4 hours
		-Restart and restore		1 hour
	SA & Database Manager	-Check restore		1 hour

Table 7. Loss of Server Facilities Contingency Actions

#### APPENDIX A-1. Contingency Information

##### A-1.1 Probabilities and Impact of Contingency Situations:

1.1.1. The following tables identify the probabilities and impact of possible CRIS contingency situations. In evaluating risk factors, specific requirements and design/solution alternatives are investigated. The probability of occurrence is also assessed to be low, moderate, or high and an initial impact code is assigned. Following the implementation of preparatory, execution and recovery actions, the risk factors are re-assessed and a resultant impact code is assigned as necessary.

1.1.2. These definitions apply throughout the subsequent tables:

##### A-2.1 Initial Impact Code Definitions:

2.1.1. **I** – Unable to continue mission critical operations–Assessed prior to implementation of response actions

2.1.2. **II** – Mission critical operations severely degraded; workarounds possible–Assessed after implementation of preparatory, execution

2.1.3. **III** – Mission critical operations degraded; able to continue operations and recovery actions addressed in appendix

2.1.4. **IV** – Impact upon non-mission critical operation

##### A-3.1 Risk Probability Definitions:

3.1.1. **Low** – Probability of occurrence less than or equal to 20% within next 12 months

3.1.2. **Moderate** – Probability of occurrence greater than 20% but less than 50% within next 12 months

3.1.3. **High** – Probability of occurrence greater than or equal to 50% within next 12 months

**Note:** Probability estimates above are subjective figures based on a qualitative risk assessment based on local Information Assurance Officer (IAO) / Information System Information Assurance Manager (IAM) experience and system operating environment.

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Contingency	Risk: Probability	Factors: Initial Impact Code	Consequences	Actions
<b>Commercial Power Outage</b>				
Primary Site (Bldg 1900)	Low	IV	• Loss of LAN connection from the development database to developer client workstations	See Commercial Power Appendix B
Alternate Site (Bldg 1575)	Low	IV	• Loss of LAN connection from the production database to all client workstations	See Commercial Power Appendix B
<b>Hardware Failure</b>				
Loss of one or the other production Web servers	Low	IV	• Other production web server must carry the load	See Hardware Failure Appendix B
Loss of development Web server	Low	IV	• Developers unable to access development database	See Hardware Failure Appendix B
Loss of production Database server	Low	IV	• All users unable to access CRIS data	See Hardware Failure Appendix B
Loss of development Database server	Low	IV	• Developers unable to access development database	See Hardware Failure Appendix B
<b>Software Failure</b>				
Loss of one or the other production Web server-operating system	Low	IV	• Other production web server must carry the load	See Software Failure Appendix B
Loss of development Web server-operating system	Low	IV	• Developers unable to access development database	See Software Failure Appendix B

Table A-1. Contingency Consequences

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Contingency	Risk: Probability	Factors: Initial Impact Code	Consequences	Actions
Loss of production Database server-operating system	Low	IV	• All users unable to access CRIS data	See Software Failure Appendix B
Loss of development Database server-operating system	Low	IV	• Developers unable to access development database	See Software Failure Appendix B
<b>Communication Failure</b>				
Loss of USTCLAN	Low	IV	• All users unable to access CRIS Database	See Communication Failure Appendix B
<b>Loss of Facility</b>				
Loss of Building 1575-production database server and second production web server	Low	IV	• All users unable to access CRIS Database	See Loss of Facility Appendix B
Loss of Building 1900-development Database and web server and second production web server	Low	IV	• Developers unable to access the development database	See Loss of Facility Appendix B
<b>Sabotage</b>				
Equipment Sabotage	Low	IV	• Physical loss of servers/routers/comm. processors/switches including operational, testing • Physical loss of System Name and/or system data	See Sabotage Appendix B
System Intrusion	Low	IV	• Possible compromise, corruption, or destruction of CRIS data	See Sabotage Appendix B

Table A-1. Contingency Consequences

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Contingency	Risk: Probability	Factors: Initial Impact Code	Consequences	Actions
Application/ Software Corruption	Low	IV	• Possible loss of CRIS	See Sabotage Appendix B
Computer Virus	Low	IV	• Possible compromise or destruction of operational or testing data • Possible loss of application integrity	See Sabotage Appendix B
<b>Terrorist Attack</b>				
Bldg 1900, 1961, or 1575 attacked	Low	IV	• Effects will vary with extent of injuries/damages incurred	See Terrorist Attack Appendix B
<b>Natural Disaster</b>				
Flood/Tornado/ Earth Quake	Low	IV	• Effects will vary with extent of injuries/damages incurred	See Natural Disaster Appendix B

Table A-1. Contingency Consequences

## APPENDIX B-1. Contingency Actions

Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
<b>Commercial Power Outage</b>			
Commercial power failure Bldg 1900	• Given advance notice to TCJ6-OMD and TCJ6-OMW, turn off non-mission essential equipment and save/backup data	• Monitor/test backup generator performance periodically • Wait for commercial power restoration	• Once power restored, turn on non-mission essential equipment as needed
Commercial power failure Bldg 1575	• Given advance notice to TCJ6-OMD and TCJ6-OMW, turn off non-mission essential equipment and save/backup data	• Monitor/test backup generator performance periodically • Wait for commercial power restoration	• Once power restored, turn on non-mission essential equipment as needed
Commercial power failure Bldg 1961	• Ensure all PCs on battery backup	• Close down applications and PCs	• Await restoration of commercial power
<b>Hardware Failure</b>			
Loss of production Web server Bldg 1900	• Monitor usage level compared to production web server in Bldg 1575	• Web server in Bldg 1575 takes over all access requests • Monitor level of usage • Diagnose and notify maintenance	• After web server operational, monitor usage level compared to production web server in Bldg 1575
Loss of production Web server Bldg 1575	• Monitor usage level compared to production web server in Bldg 1900	• Web server in Bldg 1900 takes over all access requests • Monitor level of usage • Diagnose and notify maintenance	• After web server operational, monitor usage level compared to production web server in Bldg 1900
Loss of development Web server	• Keep copies of work on Desktop PC and network drive folder	• Diagnose and notify maintenance or reboot • Repair	• Re-attempt connectivity

Table B-1. Contingency Actions

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Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
Loss of production Database server	<ul style="list-style-type: none"> <li>Backups done on the data base server on a daily basis; an Oracle hot backup and a daily export.</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and notify maintenance or reboot</li> <li>Decide to configure development database server to do production</li> <li>Reconfigure development DB server (relocate?)</li> <li>Restart and restore</li> <li>Coordinate with Network control</li> <li>Order part(s)</li> <li>Install repair parts</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> <li>Customers upgrade data information as necessary</li> </ul>
Loss of development Database server	<ul style="list-style-type: none"> <li>Keep copies of work on Desktop PC and network drive folder</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and notify maintenance or reboot</li> <li>Repair</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> </ul>
<b>Software Failure</b>			
Loss of production Web server-operating system	<ul style="list-style-type: none"> <li>Maintain server software backup CDs</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and reboot or restore operating system software and primary applications</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> </ul>
Loss of development Web server-operating system	<ul style="list-style-type: none"> <li>Maintain server software backup CDs</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and reboot or restore operating system software and primary applications</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> </ul>
Loss of production Database server-operating system	<ul style="list-style-type: none"> <li>Maintain server software backup CDs</li> <li>Backups done on the data base server on a daily basis; an Oracle hot backup and a daily export.</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and reboot or restore operating system software and primary applications</li> <li>Restore data from latest backup</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> <li>Customers upgrade data information as necessary</li> </ul>
Loss of development Database server-operating system	<ul style="list-style-type: none"> <li>Maintain server software backup CDs</li> <li>Keep copies of work on Desktop PC and network drive folder</li> </ul>	<ul style="list-style-type: none"> <li>Diagnose and reboot or restore operating system software and primary applications</li> </ul>	<ul style="list-style-type: none"> <li>Re-attempt connectivity</li> </ul>

Table B-1. Contingency Actions

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SENSITIVE

Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
<b>Communication Failure</b>			
Loss of USTCLAN	<ul style="list-style-type: none"> <li>Level II Support Center personnel monitor/analyze node performance via Software</li> </ul>	<ul style="list-style-type: none"> <li>Notify GCCC at 229-4222 for suspected LAN failure</li> </ul>	<ul style="list-style-type: none"> <li>Periodically re-attempt to log in</li> </ul>
<b>Loss of Facility</b>			
Bomb Threat/Explosion Bldg 1900 or 1575	<ul style="list-style-type: none"> <li>Fill out bomb threat checklist if called in (i.e., AF Form 440)</li> <li>Notify Security Police, 911</li> <li>Notify the GCCC at 229-4222</li> <li>Evacuate and account for personnel</li> </ul>	<p>If in building when bomb goes off:</p> <ul style="list-style-type: none"> <li>Take immediate cover</li> <li>When able, safely evacuate building and call Security Police at 911</li> <li>Notify the GCCC at 229-4222</li> <li>Wait for fire department/rescue personnel and account for missing personnel</li> </ul> <p>Given advance notice:</p> <ul style="list-style-type: none"> <li>Wait for fire department rescue personnel and account for missing personnel</li> <li>Wait for all clear signal</li> </ul>	<p>If bomb went off:</p> <ul style="list-style-type: none"> <li>Wait for all clear signal</li> <li>Assess damages and assist in cleanup</li> <li>Continue operations as able and procure new equipment as required</li> <li>If work area is a total loss, await relocation instructions</li> </ul> <p>If only a bomb threat and all clear signal given:</p> <ul style="list-style-type: none"> <li>Resume normal operations</li> </ul>
Fire in Bldg 1900, 1961, or 1575	<ul style="list-style-type: none"> <li>Install smoke detectors/sprinkler systems IAW fire department regulations (continuous)</li> <li>Preposition fire extinguishers to combat specific fires (ex. electrical, chemical) (continuous)</li> <li>Post routing procedures for escape from fire (continuous)</li> </ul>	<ul style="list-style-type: none"> <li>Attempt to put out small fires with fire extinguisher</li> <li>Notify fire department at 911; give building number and entry location</li> <li>If fire too big or no extinguisher present, pull fire alarm, shout fire, and evacuate all personnel to designated safe area</li> <li>Account for all personnel while waiting for fire personnel to arrive and post fire team guards to pre-determined fire exits</li> </ul>	<ul style="list-style-type: none"> <li>After all clear signal received, re-enter building (if able) and assess damages</li> <li>Refer to other appendices for loss of equipment, systems, etc.</li> </ul>
Table B-1. Contingency Actions			

SENSITIVE  
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SENSITIVE

Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
<b>Sabotage</b>			
Equipment Sabotage	<ul style="list-style-type: none"> <li>Limit access (locks, combinations, etc.) to buildings housing SYSTEM NAME equipment during duty hours (continuous)</li> <li>Lock buildings during non-duty hours (continuous)</li> <li>Install intruder alarms, visual surveillance systems (continuous)</li> </ul>	<ul style="list-style-type: none"> <li>Notify building ADPE custodian/configuration management office</li> <li>Notify building security</li> <li>Do not touch affected equipment until released to do so by security manager</li> <li>Rope off affected area (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Use backup systems until damaged equipment is replaced/repaired</li> <li>Load backup tapes (if applicable); monitor system performance</li> </ul>
System Intrusion	<ul style="list-style-type: none"> <li>Protect mission data through encryption (continuous)</li> <li>Backup essential mission data/system software to tape (continuous)</li> <li>Establish password accounts (continuous)</li> <li>Limit data access to those with proper clearance and need (continuous)</li> <li>Print paper copies of high visibility missions (continuous)</li> <li>Establish COMSEC program (continuous)</li> </ul>	<ul style="list-style-type: none"> <li>Notify the GCCC at 229-4222</li> <li>Notify building security manager</li> <li>Determine extent of data corruption</li> </ul>	<ul style="list-style-type: none"> <li>Level I, II and III attempt to isolate corrupt data; make corrections</li> <li>Load backup tape (if required); monitor system performance</li> <li>Notify the GCCC at 229-4222 when system back to normal operations</li> </ul>

Table B-1. Contingency Actions

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SENSITIVE

Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
Application/ Software Corruption	<ul style="list-style-type: none"> <li>Establish protective test points in the software development phase (continuous)</li> <li>Protect application software through encryption (continuous)</li> <li>Backup essential application software to tape (continuous)</li> <li>Establish password accounts (continuous)</li> <li>Limit data access to those with proper clearance and need (continuous)</li> <li>Establish COMSEC program (continuous)</li> </ul>	<ul style="list-style-type: none"> <li>Notify the GCCC at 229-4222</li> <li>Notify building security manager at xxx-xxxx</li> <li>Determine extent of software corruption</li> </ul>	<ul style="list-style-type: none"> <li>Level I, II, and III attempt to isolate corrupt software; make corrections</li> <li>Load backup tape (if required); monitor system performance</li> <li>Notify the system operating center at xxx-xxxx when system back to normal operations</li> </ul>
Computer Virus	<ul style="list-style-type: none"> <li>Purchase and install anti-virus programs (continuous)</li> <li>Pre-check all disks prior to use (continuous)</li> <li>Do not download unprotected files from the Internet (continuous)</li> </ul>	<ul style="list-style-type: none"> <li>Attempt to isolate/delete corrupted data/file and apply corrective virus programs (if available)</li> <li>Notify building security manager at xxx-xxxx</li> <li>Notify the GCCC at 229-4222 of possible virus infection</li> </ul>	<ul style="list-style-type: none"> <li>System admin assesses extent of damage and takes necessary actions to prevent further damage</li> <li>Reformat drives, load backup tapes (as necessary)</li> <li>Notify the GCCC at 229-4222 when affected system, machine, software, file, etc., is back to normal</li> </ul>

Table B-1. Contingency Actions

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SENSITIVE

Specific Problem	Preparatory Actions	Execution Actions	Recovery Actions
Terrorist threat/attack on Bldgs 1900, 1961, 1575	<ul style="list-style-type: none"> <li>Safeguard necessary/destroy unnecessary classified documents (continuous)</li> <li>Increase building surveillance</li> <li>Restrict entry to absolute minimum; establish entry control point and implement positive ID check (continuous)</li> <li>Consider sending non-mission essential personnel home/ leaving them home until threat subsides</li> <li>Conduct annual anti-terrorist briefings (continuous)</li> </ul>	<b>Terrorist Attack</b> <ul style="list-style-type: none"> <li>Secure all classified documents</li> <li>Take cover/proceed to safe area</li> <li>When able, notify Security Police at 911</li> </ul>	<ul style="list-style-type: none"> <li>Assess damages and assist in cleanup</li> <li>Continue operations as able and procure new equipment as required</li> <li>If work area is a total loss, await relocation instructions</li> </ul>
		<b>Natural Disaster</b> <ul style="list-style-type: none"> <li>Wait for all clear signal</li> </ul>	
Flood/Tornado/Earth Quake	<ul style="list-style-type: none"> <li>System Administrator personnel will perform system shutdown</li> <li>Proceed to shelter/designated safe area</li> </ul>		<ul style="list-style-type: none"> <li>Will vary with extent of damage</li> <li>System Administrator personnel will restore system when able from backup tape/CD/disk</li> <li>All others will restore equipment when able</li> <li>Assist other base recovery activities as able</li> </ul>

Table B-1. Contingency Actions

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SENSITIVE

APPENDIX C-1. DODI 8500.2 IA Controls for Continuity

Plan Para	IA Control Number	Control Name and Text
Plan	CODP-1	Disaster and Recovery Planning. A disaster plan exists that provides for the partial resumption of mission or business essential functions within 5 days of activation. (Disaster recovery procedures include business recovery plans, system contingency plans, facility disaster recovery plans, and plan acceptance.)
2	COMS-1	Maintenance Support. Maintenance support for key IT assets is available to respond within 24 hours of failure
2.1	COSP-1	Spares and Parts. Maintenance spares and spare parts for key IT assets can be obtained within 24 hours of failure.
2.2	COPS-1	Power Supply. Electrical power is restored to key IT assets by manually activated power generators upon loss of electrical power from the primary source.
3.1, 3.2	COSW-1	Backup Copies of Critical SW. Back-up copies of the operating system and other critical software are stored in a fire rated container or otherwise not collocated with the operational software.
3.3	COTR-1	Trusted Recovery. Recovery procedures and technical system features exist to ensure that recovery is done in a secure and verifiable manner. Circumstances that can inhibit a trusted recovery are documented and appropriate mitigating procedures have been put in place.
3.3	COBR-1	Protection of Backup and Restoration Assets. Procedures are in place assure the appropriate physical and technical protection of the backup and restoration hardware, firmware, and software, such as router tables, compilers, and other security-related system software.
3.4	CODB-1	Data Backup Procedures. Data backup is performed at least weekly.
4.3	COAS-1	Alternate Site Designation. An alternate site is identified that permits the partial restoration of mission or business essential functions.
4.4.2	COEF-1	Identification of Essential Functions. Mission and business essential functions are identified for priority restoration planning.
4.4.2	COEB-1	Enclave Boundary Defense. Enclave boundary defense at the alternate site provides security measures equivalent to the primary site.
4.5	COED-1	Scheduled Exercises and Drills. The continuity of operations or disaster recovery plans are exercised annually.

Table C-1. Information Assurance Controls

The information contained herein is determined "sensitive" as defined in Section 278g-3 of title 15, United States Code, *The Computer Security Act of 1987* and is for the exclusive use of Government and contractor personnel with a need-to-know this information. Such information is prohibited from posting on unrestricted bulletin boards or other unlimited access applications.

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Dec 10

## UNITED STATES TRANSPORTATION COMMAND



### Corporate Resource Information Source (CRIS) Contingency Plan Exercise Results

Date: March 2, 2009

Prepared by:  
USTRANSCOM/TCJ6-AD  
508 Scott Drive, Bldg 1961  
Scott AFB, IL 62225

OPR: Rod Rodriguez,  
E-mail: [Rod.Rodriguez@ustranscom.mil](mailto:Rod.Rodriguez@ustranscom.mil)  
618-229-1219

The information contained herein is determined "sensitive" as defined in Section 278g-3 of title 15, United States Code, *The Computer Security Act of 1987* and is for the exclusive use of Government and contractor personnel with a need-to-know this information. Such information is prohibited from posting on unrestricted bulletin boards or other unlimited access applications.

CRIS Contingency Plan Exercise Results

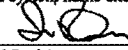
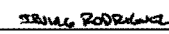

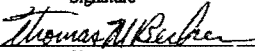
2 Mar 09

DRAFT	2/6/2009	Initial Draft version

Subject: CRIS Tabletop Contingency Plan Exercise Results

## Step 1. Identify Participants

The system name exercises performed by:

		6 Feb 09
Rod Rodriguez,	Signature	Date
Program Manager		6 Feb 09
FM Information (user representative),	Signature	Date
Jeff Harris		
FM Information (user representative),	Signature	Date
Tom Becker		6 Feb 09
Information Assurance Officer	Signature	Date

Reviewed by:

	4 Mar 09
Ralph Moran,	Signature
Information Assurance Manager (Representative)	Date

## Step 2. Select elements (personnel and or functional) and state:

1. What testing has been performed to provide assurance that backup recovery plans for the computer and communication systems will work.

Production database: On occasion the backup data has been used to restore the database to a previous instance to correct a problem. We will test restoring CRIS OS and key software from the latest backup during December 2009 when CRIS usage is lowest of the year.

Web servers: Failover operation of the two production database web servers was tested on March 2, 2009. Found out that CRIS01 web server only had two IP addresses identified so no one could access CRIS when we switched over to CRIS01 as primary server. Switched back to CRIS02 as primary web server with minimal impact on users. Will test CRIS01 again after J6-OMW has loaded all of the IP addresses.

2. Have the recovery operations verified the data has been successfully recovered and application functionality is restored. Sample recovery documentation is as follow:

Production database: The data has been successfully recovered for the database as required.

Web servers: This was tested March 2, 2009. The web servers need retest as soon as J6-OMW completes loading all IP addresses to CRIS01.

## Sample Server Disaster Recovery

## 1. Host Name:

- Database Production: CRISDB02
- Database Development: OMDDEVEL03
- Web Production: CRIS01
- Web Production: CRIS02
- Web Development: DEVCRIS

## 2. Names of Applications:

TABLE 1 CRIS Applications	
Title	Description
System Information	Lists and defines all programs and AISs and gives detailed information about hardware, software, configuration, functions the system performs, and interfaces it has with other systems. Also provides a link to that system's most recent Technical Assessment, documentation, and DoD IT Reporting information.
Web Statistics	This application allows managers to create a set of statistics showing usage and access for CRIS.
Requirements Management System (RMS)	The RMS is the single point of entry for all Non-Standard IT requirements for the Command. It allows for submitting and evaluating Enterprise Requirements for new, updated, or modified enterprise capabilities, requirements, or Automated Information System (AIS) changes.
Repository of Distribution Portfolio Systems (RDPS)	Inventory lists of systems and status of all items reviewed for the Distribution Portfolio.
CPRP Scores	This front end is used by various SMEs for entering board scores (e.g., Technical Assessment) for TWCF systems and programs. These scores are reflected in the CPRP eDRPs.
Operational Assessment - System Information & Status (OASIS)	Provides various system-related measurements and analysis required in all phases of Portfolio Management (PfM) and Lifecycle Management processes. Program and Functional Managers can use OASIS to view and manage OA status of their individual systems. Portfolio Managers and other senior leaders view and manage systems aggregated by portfolio, Transportation Components, Command, or other logical groupings based on specific requirements.
CPRP	The CPRP is used to identify IT requirements and manage Transportation Working Capital Funds (TWCF). This applies only to TWCF-funded IT Systems.
Operational Architecture Information	Search, query, view, create reports, and/or download Activity and Information Exchange Requirements data for various architectures. Download related DOD Architecture Framework specified graphical depictions and the software needed to view them.



TABLE 1: CRIS Applications	
Title	Description
AMC Information Resource Catalog (IRC)	The IRC is an interactive on-line database that documents the automated information resources used by Air Mobility Command to serve its IT needs.
View/Update your Profile	Allows users to update your name, phone number(s), e-mail address and organization information
Deployment and Distribution Capability Area Management (D2CAM)	The Deployment and Distribution Capability Area Management Information System (D2CAMIS) is a Deployment and distribution focused Capability Portfolio Management support tool. It provides the Joint Deployment and Distribution Enterprise (JDDE) taxonomy as a hierarchy of Joint Capability Areas (JCA) and tasks.
Technical Analysis Board Scores	This application provides a quick look at the scores of all systems that are being evaluated in the current Technical Assessment.
Enterprise Architecture Artifact Change Request (EA ACR)	The EA ACR system provides the capability to communicate and track modifications to the JDDA-E through submission of EA artifacts (work products) to conduct careful analyses of requirements to ensure pertinent factors are considered before deciding on an implementation strategy related to the specific functionality of larger Enterprise Architectures.
Evaluator/SME	Tool used by Subject Matter Experts (SME) to score systems during the Technical Assessment (TA).
Fast Architecture Data Entry	A quick entry tool used in the field for collected un-validated operational architecture data. Once validated, the information will show in the Operational Architecture front end. Although this tab is common to all CRIS users, you might not have authorization to use this page depending on your role.
Federated Web Server	Allows users to get to the pilot Federated Architecture web access application.
Enterprise Interface Management (EIM)	EIM is the centralized collection and management of interface information (to include message templates and dictionaries) down to the data element level.
Information Resource Management Data Repository (IRMDR) Requirements	IRMDR Requirements is a tool used to collect and track development of TCJ6-AD IRM and CRIS requirements as part of the Configuration Control Process.
Data Steward	This is only visible to data stewards that have access to one of the applications. These applications support various data steward responsibilities that are repetitive and frequent. Not all steward tasks have been automated.
List Server -- Newsgroups	The List Server is a Mail Server that manages email lists for various interest groups. Users can Subscribe/Unsubscribe to various groups.
Software License Management	This application is used to manage corporate software licenses. It tracks allocations and distribution.

TABLE 1: CRIS Applications	
Title	Description
DITPR Reporting	The USTRANSCOM CRIS IT Reporting Tool (CRITR) is used to collect and validate IT system related information to satisfy internal and external reporting requirements.
Technical Standards	Application enabling System, Program, Portfolio, and Domain Managers to administer applicable Information Technology standards while maintaining alignment with current DOD IT standards.

## 3. Description of Applications:

CRIS is a single, reliable source of information on the Defense Transportation System (DTS). The CRIS database (DB) will contain information on DTS characteristics and structure from an Information Resource Management (IRM) perspective and will not contain any transportation movement data. Each user interacts with the CRIS DB via their applications. CRIS is the "integrator" of critical cross-functional data and is best managed as a concept or business process rather than a system. CRIS is specifically focused on supporting USTRANSCOM's corporate planning processes from Strategic Planning through the POM generation and submission.

## 4. Current Domain Name System (DNS) Name or Alias:

- Database Production: CRISDB02.transcom.mil
- Database Development: OMDDEVEL03.transcom.mil
- Web Production: CRIS01.transcom.mil
- Web Production: CRIS02.transcom.mil
- Web Development: DEVCRIS.transcom.mil

## 5. Total Number of Registered Users: 640

## 6. Points of Contact

Office/Organization	Name	Phone	E-mail
CRIS Enterprise Systems Engineer J6-AD	Mr. Brent Bingham	229-4661	<a href="mailto:Brent.bingham@ustrancom.mil">Brent.bingham@ustrancom.mil</a>
CRIS Project Manager J6-AD	Mr. Rod Rodriguez	229-1221	<a href="mailto:Rod.rodriguez@ustrancom.mil">Rod.rodriguez@ustrancom.mil</a>
System Administrator Database servers J6-OMD	Mr. Craig Cook	229-4074	<a href="mailto:Craig.cook.ctr@ustrancom.mil">Craig.cook.ctr@ustrancom.mil</a>
System Administrator Web servers J6-OMW	Mr. Lamont (Justin) Rodock	229-3122	<a href="mailto:lamont.rudock.ctr@ustrancom.mil">lamont.rudock.ctr@ustrancom.mil</a>
CRIS Information Assurance Officer J6-AD	Mr. Tom Becker	229-1225	<a href="mailto:Thomas.becker.ctr@ustrancom.mil">Thomas.becker.ctr@ustrancom.mil</a>
Database Engineer J6-AD	Ms. Kim Thompson	229-4813	<a href="mailto:Kimberlea.thompson.ctr@ustrancom.mil">Kimberlea.thompson.ctr@ustrancom.mil</a>
Database Manager J6-AD	Mr. Lon Huffman	229-1229	<a href="mailto:Lon.huffman.ctr@ustrancom.mil">Lon.huffman.ctr@ustrancom.mil</a>

Office/Organization	Name	Phone	E-mail
Web Development J6-AD	Mr. Gary Hunt	229-1210	<a href="mailto:Gary.hunt.ctr@ustranscom.mil">Gary.hunt.ctr@ustranscom.mil</a>

6.1. System Owner: USTRANSCOM J6-A

6.2. Functional POC: (name/org/phone) Rory Kinney, TCJ6-A, 229-4094

6.3. Data Base Administrator: (name/org/phone) Craig Cook, TCJ6-OMD, 229-4074

6.4 System Administrator (Production/Development servers): (name/org/phone) Craig Cook, TCJ6-OMD, 229-4074

Web servers: Mr. Lamont (Justin) Rudock, TCJ6-OMW, 229-3122

6.5. Interface POCs: (name/org/phone): None, CRIS has no interfaces

7. OS version:

- Database Production and Development: Windows 2003 R2 64bit w/service pack 1
- Web Production: Solaris 10

8. Database Software & Version:

- Oracle Database Server 10g release2 ver 10.2.0.3.0

9. Application Release Version:

- CRIS database release 16.37

10. On-line availability: 24x7

Peak Processing Times: (specify by site as prime shift is not always CONUS)

PEAK PROCESSING TIMES			
Site Name:	Location:	Peak Processing	On-Line
USTRANSCOM	Scott AFB, IL	Time: 0700-1700 hrs	Availability: 24x7

11. Connectivity architecture: (client/server, connectivity protocols, etc.)

Communication protocol used between system and user clients: web browser clients use https. Native Windows applications clients use Oracle Net8 (SQL\*Net) w/Advanced Security Option (ASO).

Communication protocol used between system servers: Web servers communicate with DB servers via Oracle SQL \*Net.

Communication protocol used for remote administration:

Database servers: Secure Shell (SSH), Avocent and Oracle SQL \*Net w/ASO

Web Servers: Access to web server is via SSL (port 443)

12. Listener Configuration: Contact System Administrator Lamont (Justin) Rudock at 229-3122.

12.1 Special Software/Version required:

- Database Production and Development:

Symantec antivirus (AV) ver 10.1  
Winzip 9.0  
Cygwin Tools ver 2.05b.0  
Perl ver 5.8.4  
Windows 2003 support tools ver 5.2.3790

- Web Production:  
Adobe Cold Fusion MX7 ver 7.2  
Apache Web Server ver 2.0.61  
Open Source Socket Layer ver 323

13. Disk Requirements: (database size, directory structure requirements, and additional software size requirements)

Database Servers: Total GB available are 73GB. Currently in use is shown in table.

Database Size Requirements	Directory Structure	Additional SW Size Requirements
20 GB		7 GB

Web Servers: Total GB available are 72GB. Currently in use is shown in table:

Database Size Requirements	Directory Structure	Additional SW Size Requirements
none		OS: 20 gb, other SW: 5 gb

14. Interfaces: None

- 14.1. Input
- 14.2. Output
- 14.3. Print

15. OS Procedures - directory structure required: Web Servers - Contact System Administrator Lamont (Justin) Rudock at 229-3122.

Production Servers - Contact System Administrator Craig Cook, TCJ6-OMD, 229-4074

16. FTP IP addresses/DNS addresses Web servers: FTP IP is disabled. Users access the servers by SSH or SSL.

17. Application recovery procedures (include directory structure that should be in place) (step by step procedures): Contact System Administrator Craig Cook, TCJ6-OMD, 229-4074.

18. Ensure the minimum configuration and software requirements are in place:

- Database Production and Development servers: Windows 2003 was installed with only the areas required to ensure the database applications perform properly.
- Web Servers: Unix-based Solaris was installed with only the areas required to operate a web server.

19. Describe Backup Requirements (archive mode, cold, exports, etc.)

Currently CDs for the operating system (OS) and other critical application software are stored in the TCJ6-OMD office in Building 1900. CRIS Production server is configured in Building 1575.

CRIS production Web servers include CRIS01 (Bldg 1575), CRIS02 and DEVCRIS (Bldg 1900). Back up of the servers (data and OS with critical application SW) is done to hard disk on a separate server in Bldg 1900. Any loss of the Bldg 1900 servers and back up OS, could be reconstituted using the CRIS01 server OS and data from bldg 1575. CRIS01 and CRIS02 operate in a failover mode to maintain CRIS production service.

There are two forms of backups done on the data base server on a daily basis; an Oracle hot backup and a daily export. Export files are also periodically stored on another server specifically for that purpose.

20. Develop step-by-step procedures for return to the primary server. Web Servers – Contact System Administrator Lamont (Justin) Rudock at 229-3122.

Production Servers – Contact System Administrator Craig Cook, TCJ6-OMD, 229-4074

21. If additional documentation required add to Appendix (manuals, technical libraries)

Step 3: Administrative procedures

1. Get all the participants' signature

2. Submit a copy of the exercise result document with signature page to [ustc-ciosupport@ustrancom.mil](mailto:ustc-ciosupport@ustrancom.mil)

3. Update "Last Contingency Plan Exercise Date" field in CRIS under FISMA Section

### Appendix A: Server Contingency Plan Exercise Checklist

POC Name: _____	
Recovery Site: <u>USTRANCOM</u>	Date: _____
Information to be Provided	Response
1. Type of Server Hardware Platform	Series: Model:
Table 1 of CRIS Contingency Plan	
2. If the system is HP, what type of operating system are you using?	Supermini or HP or Other
Please specify	
3. List of all installed software?	
Table 2 of CRIS Contingency Plan	
4. Number of CPUs in System:	
Table 1 of CRIS Contingency Plan	
5. Version of the Operating System:	
Table 2 of CRIS Contingency Plan	
6. Required Disk Storage:	
Database servers	<u>73</u> GB
Web servers	<u>72</u> GB
7. Required RAM:	
Database servers	<u>4</u> GB
Web servers	<u>2</u> GB
8. Type of disk storage: (i.e. RAID, conventional)	
RAID	
9. File System Layout:	
Contact System Administrator Lamont (Justin) Rudock at 229-3122	
10. List of Installed Operating System Patches, if applicable	
Contact System Administrator Lamont (Justin) Rudock at 229-3122	
11. List of Configurable System Parameters:	
Contact System Administrator Lamont (Justin) Rudock at 229-3122	
12.a. What backup/restore utility are you using?	
Windows 2003 and Oracle for hot backups and Oracle for daily exports	
12.b. What Version are you using?	
Windows 2003 R2 64bit w/service pack 1 and Oracle Database Server 10g release2 ver 10.2.0.3.0	

12.c. What tape media do you need? None	
12.d. How many tapes?	
13. Any other special requirements (i.e. print services, special user groups, etc.)	Type(s) of requirement(s):
14. Is the system Common Desktop Environment (CDE) or Visual user environment (VUE) CDE	
15. Are you Operating in Trusted Mode?	Yes
16. a- Type of database b- Version Number c- Applicable software for database and if test database is required. Table 2 of CRIS Contingency Plan	a- Oracle b- c-
17. Access accounts sent to Contingency Plan POC? FAX (xxx) xxx-xxxx	Yes No If no, please provide a time when it will be sent.
18. Visit Notification for access to the Recovery facility has been sent?	Yes No If no, please provide a time when it will be sent.

Note 1: If full system recovery is dependent on another plan(s), list and must include interface POCs: (name/organization/phone (commercial/DSN)).

Note 2: Connectivity Architecture – Whether the application is client server requires web interface connections to the database or system or any other method.

Note 3: Ensure that you include all the procedures. For example, Remote Management Procedures – Step by step procedures to re-establish remote management of an application. These procedures should include, but not be limited to, the establishment of a temporary or permanent workspace for remote management personnel, the establishment of communications/connectivity sufficient to enable remote management and the transfer of remote management responsibility from the recovery site to the primary site.

Note 4: Manuals required – a listing of manuals you would require for normal and restoration of your operation. You may reference CDs, Web sites, or application manuals.

Note 5: Contingency Plan POCs (name/org/phone) include, but not limited to system Owner; Functional POC; Data Base Administrator; System Administrator, Information Assurance Manager, etc

## Appendix B: 24 Continuity Controls

Controls	General Implementation Guidance
Alternate Site Designation COAS	<p>This general implementation guidance is provided for IAMs/IAOs involved in the creation of a system Contingency Plan plan:</p> <ol style="list-style-type: none"> <li>1. Identify an alternate site that has the capability to at least partially restore mission or business essential functions.</li> <li>2. Establish a program to ensure comprehensive and effective continuity of essential functions during a broad spectrum of emergencies or situations that may disrupt normal operations (e.g., power failures, damage to facilities caused by storms, fires, flooding, etc.)</li> <li>3. Ensure that the program includes a strategy to recover and perform partial system operations at the alternate facility for an extended period of time.</li> <li>4. Partial restoration of mission or business essential functions at an alternate site shall be based on the results of a business impact analyses that identifies and ranks major information systems and mission-critical applications according to their operational priority and the maximum permissible outage for each.</li> <li>5. Review the system contingency plan to ensure that the alternate site is able to support partial system operations as defined in the plan.</li> <li>6. The contingency plan shall provide detailed procedures and capabilities to facilitate recovery and sustain functions at the alternate site.</li> <li>7. The contingency plan shall define a strategy for computing needs to include hardware, software, communication lines, applications, and data. The plan should also include the operators, management, and technical support personnel that will implement the contingency plan.</li> <li>8. The alternate site shall include HVAC capabilities and any specialized security equipment to sustain partial operations.</li> </ol>
Alternate Site Designation COAS	<p>This general implementation guidance is provided for IAMs/IAOs involved in the creation of a system Contingency plan:</p> <p>Identify an alternate site that has the capability to fully restore mission or business essential functions. Establish a program to ensure comprehensive and effective continuity of full functionality during a broad spectrum of emergencies or situations that may disrupt normal operations (e.g., power failures, damage to facilities caused by storms, fires, flooding, etc.). Ensure that the program includes a strategy to recover and perform full system operations at the alternate facility for an extended period of time. Full restoration of mission or business essential functions at an alternate site shall be based on a business impact analyses that identifies and ranks major information systems and mission-critical applications according to priority and the maximum permissible outage for each.</p> <p>A contingency plan shall be created that identifies mission essential computing needs to include hardware, software, communication lines, applications, and data. The plan should also include the operators, management, and technical support personnel that will implement the contingency plan.</p>
Protection of Backup and Restoration Assets COBR	<ol style="list-style-type: none"> <li>1. An inventory of all backup and restoration assets shall be documented in an organization or site backup plan.</li> <li>2. Physical security controls, such as building/room access controls and fire rated safes shall be employed to protect backup and restoration assets.</li> <li>3. Technical security controls, such as cryptographic key management and least-privilege access controls shall be implemented to protect backup and restoration assets.</li> </ol>

Controls	General Implementation Guidance
Data Backup Procedures COEB	<ol style="list-style-type: none"> <li>1. Data backup shall be performed on a weekly basis.</li> <li>2. Backup media shall be labeled with the appropriate information, including a Date/Time stamp.</li> <li>3. Data backups shall be logged and verified by the appropriate personnel in accordance with agency policy and standard operating procedures.</li> <li>4. Backup media shall not be stored in the same office space as the information system that was backed up.</li> </ol>
Data Backup Procedures COEB	<p>This guidance is written for System Administrators with backup privileges:</p> <ol style="list-style-type: none"> <li>1. Perform data backups on a daily basis at times specified by local operations policy.</li> <li>2. Ensure that site(s) is/are designated for storage of Backup/Recovery media at a location that affords protection of the data in accordance with its mission assurance category and confidentiality level.</li> <li>3. Backup media shall be labeled with the appropriate information, including system identifier, classification or sensitivity labeling, and a Date/Time stamp.</li> <li>4. Ensure that data backups are logged and verified by the appropriate administrative personnel in accordance with system security policy.</li> </ol>
Data Backup Procedures COEB	<p>This guidance is written for System Administrators with backup privileges:</p> <ol style="list-style-type: none"> <li>1. For site data backup, ensure that a redundant secondary system, identical in configuration and processing capacity to the original, and not collocated with the original is available.</li> <li>2. Ensure that access to the secondary system is available 24/7 and that resources are available to activate the secondary system without loss of data or disruption to the system operation.</li> <li>3. Ensure that an un-interrupted power supply (UPS) is available and operational for the redundant secondary system in order to ensure adequate activation and operation in the event of an incident.</li> </ol>
Disaster and Recovery Planning CODP	<ol style="list-style-type: none"> <li>1. A disaster plan shall exist that provides for the partial resumption of mission or business essential functions within 5 days of activation.</li> <li>2. Disaster recovery procedures shall include business recovery plans, system contingency plans, facility disaster recovery plans, and plan acceptance.</li> </ol>
Disaster and Recovery Planning CODP	<ol style="list-style-type: none"> <li>1. A disaster plan shall exist that provides for all resumption of mission or business essential functions within 24 hours of activation.</li> <li>2. Disaster recovery procedures shall include business recovery plans, system contingency plans, facility disaster recovery plans, and plan acceptance.</li> </ol>
Disaster and Recovery Planning CODP	<p>This guidance is provided for Information Assurance Managers to assist in setting up a disaster and recovery plan:</p> <ol style="list-style-type: none"> <li>1. Ensure that the system disaster plan smooth transfer of all mission or business essential functions to an alternate site for the duration of an event with little or no loss of operational continuity.</li> <li>2. Disaster recovery procedures shall include business recovery plans, system contingency plans, facility disaster recovery plans, and plan acceptance.</li> </ol>
Enclave Boundary Defense COEB	Enclave boundary defense at the alternate site shall provide security measures equivalent to the primary site.
Enclave Boundary Defense COEB	Enclave boundary defense at the alternate site shall be configured identically to that of the primary site.

Controls	General Implementation Guidance
Scheduled Exercises and Drills COED	<ol style="list-style-type: none"> <li>1. The continuity of operations or disaster recovery plans shall be exercised annually to ensure plans are complete and viable.</li> <li>2. The exercise shall be coordinated with management and other key personnel.</li> <li>3. The exercise, if possible, shall not interrupt normal operations.</li> <li>4. The results of the exercise shall be recorded and analyzed for improvements and enhancements.</li> </ol>
Scheduled Exercises and Drills COED	<ol style="list-style-type: none"> <li>1. The continuity of operations or disaster recovery plans or significant portions shall be exercised semi-annually to ensure plans are complete and viable.</li> <li>2. The exercises shall be coordinated with management and other key personnel.</li> <li>3. The exercise, if possible, shall not interrupt normal operations.</li> <li>4. The results of the exercise shall be recorded and analyzed for improvements and enhancements.</li> </ol>
Identification of Essential Functions COEF	<ol style="list-style-type: none"> <li>1. Mission and business essential functions shall be identified for priority restoration planning and documented in a contingency plan.</li> <li>2. Business process managers and accountable executives shall be involved in the identification of essential functions for which disruption will result in significant financial and/or operational losses.</li> <li>3. The prioritized restoration plan shall be periodically reviewed and updated.</li> </ol>
Identification of Essential Functions COEF	<ol style="list-style-type: none"> <li>1. Mission and business-essential functions shall be identified for priority restoration planning along with all assets supporting mission or business-essential functions (e.g., computer-based services, data and applications, communications, physical infrastructure), and the results shall be documented in a contingency plan.</li> <li>2. Business process managers and accountable executives shall be involved in the identification of essential functions for which disruption will result in significant financial and/or operational losses.</li> <li>3. The prioritized restoration plan shall be periodically reviewed and updated.</li> </ol>
Maintenance Support COMS	<ol style="list-style-type: none"> <li>1. Ensure that maintenance support for key IT assets shall be available to respond within 24 hours of system failure by implementing a service agreement stipulating such availability.</li> <li>2. Verify that the maintenance support service agreement specifies availability of maintenance support within 24 hours after a system failure.</li> </ol>
Maintenance Support COMS	<ol style="list-style-type: none"> <li>1. Ensure that maintenance support for key IT assets shall be available to respond 24 X 7 immediately upon failure by implementing a service agreement stipulating such availability.</li> <li>2. Verify that the maintenance support service agreement specifies 24 X 7 availability of maintenance support.</li> </ol>
Power Supply COPS	<ol style="list-style-type: none"> <li>1. Electrical power shall be restored to key IT assets by manually activated power generators upon loss of electrical power from the primary source.</li> <li>2. Full enterprise electrical backup system with an alert system indicator for power influx.</li> </ol>
Power Supply COPS	<ol style="list-style-type: none"> <li>1. Electrical systems shall be configured to allow continuous or uninterrupted power to key IT assets.</li> <li>2. This shall include an uninterrupted power supply coupled with emergency generators.</li> </ol>
Power Supply COPS	<ol style="list-style-type: none"> <li>1. Electrical systems shall be configured to allow continuous or uninterrupted power to key IT assets and all users accessing the key IT assets to perform mission or business-essential functions.</li> <li>2. This shall include an uninterrupted power supply coupled with emergency generators.</li> </ol>

Controls	General Implementation Guidance
	or other alternate power source.
Spares and Parts COSP	Review and record the maintenance support contracts, logs and documentation to verify that maintenance spares and spares parts support for key IT assets is available within 24 hours of failure.
Spares and Parts COSP	Review and record the maintenance support contracts, logs and documentation to verify that maintenance spares and spare parts support for key IT assets is available 24x7.
Backup Copies of Critical SW COSW	1. Back-up copies of the operating system and other critical software shall be stored in a fire rated container or otherwise not collocated with the operational software.
Trusted Recovery COTR	1. Recovery procedures and technical system features exist to ensure that recovery shall be done in a secure and verifiable manner. 2. Circumstances that can inhibit a trusted recovery shall be documented and appropriate mitigating procedures have been put in place. 3. Procedures and/or mechanisms shall be provided to assure that, after an ADP system failure or other discontinuity, recovery without a protection compromise is obtained.

Accepted  
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MEMORANDUM FOR TCJ6-AD  
CRIS PM

29 Jan 09

FROM: IRMDR Project Manager, Ross Technologies

SUBJECT: Minutes of CRIS Contingency Plan Pre-Walkthrough, 29 Jan 09

1. **PURPOSE:** These minutes document decisions or issues and provide follow-up information for discussions and questions covered during the CRIS Contingency Plan pre-walkthrough hosted by CRIS PM.

2. **DATE/TIME/LOCATION:** On 29 Jan from 0900 hrs to 1000 hrs, CRIS PM presented the CRIS Contingency Plan for an initial pre-walkthrough. Attendees included Mr. Rodriguez (J6-AD), Mr. Moran (J6-OIP), Ms. Sung (J6-IM), (b)(6) (Ross Technologies).

3. **TOPICS and DISCUSSION/DECISION:**

a. CRIS Contingency Plan content. Mr. Harris provided the participants a review of the Contingency Plan. Discussion followed the table of contents and various sideline issues were pursued as they were introduced by the attendees.

b. Issues.

1). Sensitivity of the Contingency Plan information. It was noted that the Contingency Plan needed to be available for review by evaluators of some Technical Assessment areas and that most systems have their contingency plans "posted" in the Documents Section in CRIS under the System Information application. The CRIS Contingency Plan has been designated as "Sensitive" and the question to be resolved is whether the Documents Section is an appropriate location for the Contingency Plan.

2). Additional appendices needed to be compliant with the USTRANSCOM Contingency Plan Template. Appendices B through I in the template for contingency plans need to be added to the CRIS Contingency Plan.

3). Test reconfiguring one server to function as another. In the scenario where one of the production database servers is lost, the contingency response is to reconfigure the development database server to serve as the production database server. This has not been accomplished in the past and the CRIS PM and J6-OIP representative agreed it would be prudent to accomplish this task to know for sure the level of effort, time, and resources that would be needed.

4. **RECOMMENDATIONS:** The attendees recommended the CRIS Contingency Plan be accepted with the above issues being incorporated over the next year. CRIS PM should approve the COED IA Control as being compliant.

**5. TASKERS AND FOLLOWUP:**

a). Sensitivity of the Contingency Plan information. CRIS PM will review sensitivity of the CRIS Contingency Plan content. On a bigger scale, CRIS PM will research the possibility and the need to restrict display of certain documents to only privileged users in the CRIS System Information application.

b.) Additional appendices. Mr. Harris will develop and include the additional appendices from the USTRANSCOM Contingency Plan template and add them to the CRIS Contingency Plan in the next version.

c.). Test reconfiguring one server. CRIS PM will explore the possibility and resource impact of testing the reconfiguration of a database server using the development database server.

v/r

(b)(6)

Ross Technologies

Attachment:

CRIS Contingency Plan 12 Jan 09



CRIS Contingency  
Plan

cc:

1. Mr. Moran (J6-OIP)
2. MS. Song (J6-IM)
3. Mr. Becker (J6-AD)