



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314-1000

S: 19 December 2003
30 January 2004

REPLY TO
ATTENTION OF:

CECI-TA (25-5b)

13 NOV 2003

MEMORANDUM FOR ALL HEADQUARTERS STAFF PRINCIPALS AND USACE
COMMANDS, ATTN: DIRECTORS OF INFORMATION MANAGEMENT

SUBJECT: Information Technology Investment Portfolio – **FY 2006-2010 Guidance**

1. References:

a. USACE Guidance and Definitions for Information Technology Investment Portfolio System (ITIPS).

b. Memorandum, CECI-TA, 19 August 2003, Subject: FY04/05 "Authority Levels" for Corps-wide IT Investments <https://corpsinfo.usace.army.mil/ci/cfat/budget.pdf>. See spreadsheet at [https://corpsinfo.usace.army.mil/ci/cfat/DCG AUTHORITY.xls](https://corpsinfo.usace.army.mil/ci/cfat/DCG_AUTHORITY.xls).

2. The purpose of this memorandum is to provide guidance and instructions for developing/ updating your **FY 2006-2010** Information Technology (IT) investment portfolio plan with specific focus on your requirements for the **FY 2006 Budget Cycle**. In addition, reference 1b and its enclosure provide the Deputy Commanding General's approved FY04/05 authority levels for Corps-wide IT investment requirements and include termination of several initiatives. As a result, this memorandum also directs the Project Managers to archive the ITIPS records for the following terminated investments: Video Teleconferencing Program; Knowledge Management-Horizontal Enterprise Portal; USACE Integrated Historical Information System; Enterprise Management System; Registry of Skills; CorpsNet; Knowledge Management - Military Programs; and Enterprise Resources Information System.

3. The information will be submitted using the Information Technology Investment Portfolio System (ITIPS). ITIPS is the **sole official repository** for IT descriptive and financial information. It is **critically important** that the information entered into ITIPS is complete and accurate. This information will assist senior level decision makers in determining the right mix of IT investments (legacy, on-going, and new investments) to leverage technology to accomplish the USACE mission/goals and customer satisfaction/needs.

4. In order to align the IT planning process with the budget cycles, IT requirements for last year's update cycle required that FY04 and FY05 be completed at that time. FY05 IT Requirements have been submitted to the Office of Management and Budget; therefore, the FY05 requirements **will not** be changed for this update. Following is the status of FY04/05 Update:

a. Headquarters - Authority levels for FY04/05 requirements for Corps-wide Investments have been established at the levels as per reference 1b above. FY05 authority levels, as per reference

CECI-TA (25-5b)

SUBJECT: Information Technology Investment Portfolio System – FY 2006-2010 Guidance

1b, set the Corps-wide requirements that will be submitted to the Senior Program Budget Advisory Council (SPBAC) for the Operating, Program, PRIP, and Fee-For-Service budgets.

b. USACE Commands – The authority level for local requirements are determined by the local IT requirements review process, as required by EC 25-1-303, Information Technology Investment Management, 1 August 2002.

5. FY06 requirements information will be used to input to the Command Consolidated Guidance (CCG) and Command Management Reviews (CMR); prepare the DA Program Objective Memorandum (POM); prepare the Office of Management and Budget Civil Works submissions (Exhibit 300 and Exhibit 53), and prepare the Civil Works Automation Budget for Congress.

6. Directors and Chiefs of Information Management, IT Planners, and Functional Proponents will update ITIPS records to ensure that IT investments (existing and planned) identify requirements for FY2006-2010 and include the following information. The quality of the data you enter will impact all of the processes that use ITIPS data.

a. Use the **Financial Tab** to input information about program (development) costs and support costs.

b. Use the **System Description** Tabs as follows:

(1) **Description**. Update (as necessary) the existing descriptions to accurately describe the current function(s) of the investment. The description should include performance measures for the overall investment, i.e. performance goals and performance metrics. Does USACE 2012 impact your system? If so, are your requirements reflected in your plan?

(2) **Future**. Provide justification for your IT requirements. Specifically emphasize the FY06 requirements. For Operations and Support requirements, describe reasons for any change from prior year(s). For any development (new starts or enhancements) requirements identify:

(a) What specifically will the funding be used to accomplish?

(b) Performance measures for the development, i.e. performance goals and performance metrics.

(c) The time to complete the FY06 development (new starts and enhancements) requirements.

(d) The impacts to your program/mission if the investment cost is not funded or is only partially funded.

CECI-TA (25-5b)

SUBJECT: Information Technology Investment Portfolio System – FY 2006-2010 Guidance

(3) **Tangible.** For new starts and enhancements, include the financial return on investment.

(4) **Intangible.** For new starts and enhancements, describe why this investment is important to the Corps. What specific benefits to the business (business outcomes) will the enhancement or new start provide?

c. In addition to updating the budget and description tabs, take a moment and review the Management and Component Characteristics tabs. For example, are office symbols, manager's names, etc. correct? Does the system use a newer version of Windows? Request that ITIPS records describing systems that are no longer used, or that are no longer planned be archived.

7. ITIPS Installation Instructions. Use the installation and access instructions at <http://www.usace.army.mil/itips> to install the latest ITIPS release version 1.0. The ITIPS application will be available for downloading NLT 19 November 2003.

8. Use the USACE Guidance and Definitions for Information Technology Investment Portfolio contained at <http://www.usace.army.mil/itips/> for developing/updating your **FY 2006-2010 IT** investment portfolio.

9. ITIPS will be available for updating SOB 24 November 2003. The suspense date for completing the update is COB 19 December 2003 for the Headquarters and COB 30 January 2004 for all USACE Commands. My points of contact are Ward Sevila (202) 761-7700 and Johnnie M. Carter (202) 761-7701.

FOR THE COMMANDER:

For: David M. Berrios
WILBERT BERRIOS
Director of Corporate Information

CF:
Chiefs of Information Management
Proponents of Corporate Investments
CERM-B/Mr. DeAngelis
CECS/COL Walsh
CECS-S/Barbara Campbell