DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5230.5
BUPERS-07
22 DEC 2009

BUPERS INSTRUCTION 5230.5

From: Chief of Naval Personnel

Subj: INFORMATION TECHNOLOGY QUARTERLY PROGRAM REVIEWS

Ref: (a) DoD Financial Management Regulation, Volume 2B, Chapter 18 of Jun 07
(b) OPNAVINST 5230.26
(c) DON-CIO Memo of 25 Jan 08
(d) BUPERS ltr 5200 BUPERS-07 of 3 Nov 09

Encl: (1) IT Quarterly Budget Review Template (Example)

1. Purpose. To establish the requirement and policy for conducting quarterly program reviews to monitor the execution and programming posture of Information Technology (IT) Programs of Record and Systems.

2. Background. Per Department of the Navy (DON) policy guidance, Information Management/Information Technology (IM/IT) efforts will continue to focus on a joint, net-centric environment that delivers knowledge dominance to war fighters. To that end, Navy Manpower, Personnel Training and Education (MPTE) commands and activities shall only invest in projects that are aligned with the strategic vision of the Deputy Chief of Naval Operations (DCNO) (MPTE) and focused on the goal of providing a secure, interoperable architecture that delivers web-enabled services and full dimensional protection. The BUPERS Command Information Officer (CIO) serves an important role as the Commander's principal advisor for alignment of IT investments to business priorities, enabling accomplishment of the DCNO (MPTE) (N1) mission in a constrained resource environment while gaining insight into, and control of, IT expenditures.

3. Scope and Applicability

a. Reference (a) provides instructions applicable to supporting budgetary material for IT initiatives. It is available at http://comptroller.defense.gov/fmr/.

b. Reference (b) documents the DCNO (N6/N7) execution authorities and responsibilities as DON Deputy CIO, for conducting budget stewardship reviews and aligning the executive strategy and business rules for IT resources.

c. Reference (c) identifies the CIO's reporting relationships, roles, responsibilities, and authority, vis-á-vis those of financial, acquisition, and mission/functional area manager. The CIO is responsible for overseeing the effective use of information resources across their organizations to successfully meet the goals and objectives for delivery of required capabilities.

4. Action. Program Managers (PM) as designated in reference (d) (available at: http://www.npc.navy.mil/AboutUs/BUPERS/InformationManagement/Capital+Planning.htm) shall submit IT Quarterly Budget Reviews (QBRs) using enclosure (1). The BUPERS IMO will review the QBRs and conduct Quarterly Financial Reviews (QFR) to ensure the effective use of information resources across BUPERS.

a. Activity comptrollers will support this policy by assisting PMs, and ensuring that appropriate financial information is provided quarterly to BUPERS (BUPERS-07) for review. IT quarterly plans shall be submitted by the 1st week of the 2nd month of each quarter (i.e., 1st of February, May, August, and November). This will enable proper accounting of vender's invoices.

b. Subsequent reviews of IT programs will be a significant factor for determining future program budget controls and realignment of resources where required.

c. Questions can be addressed to BUPERS (BUPERS-071) at COMM: (901) 874-3128/DSN 882.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

6. Report. The reporting requirements in paragraph 4a are exempt from Reports Control per SECNAV M-5214.1 of December 2005.

D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
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http://www.npc.navy.mil/

IT QUARTERLY BUDGET REVIEW TEMPLATE (EXAMPLE)

PROGRAM TITLE (SITE): EMPRS (EE)
AGSAG/PROGRAM ELEMENT: 4M4A / 0901220N
DESCRIPTION OF PROGRAM: Electronic Military Personnel Records System

Quarter: 2
Date: 15-Apr-2009
POC/PHONE: (321) 555-1234

Create a separate summary for each line of appropriation

EXECUTION YEAR FUNDING

Controls Summary:
Appropriation: OMN

Funding Site	CSPX Line Item	EE	Title	FY08 Actual $	FY09 Actual Execution as of Date	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total FY09
EE	10	P	**Operational & Maintenance (Non-Labor)** SW Crystal Reports / Softchoice Corp	$400,000	Obligated Expended	$103,000 $102,000	$103,000 $80,000	$103,000 $0	$103,000 $0	$412,000 $182,000
EE	16	U	**Civilian Personnel Compensation** SW Crystal Reports / Softchoice Corp	$360,000	Obligated Expended	$35,000 $35,000	$35,000 $30,000	$35,000 $0	$35,000 $0	$380,000 $185,000
EE	13	U	**ALL OTHER COSTS COMMERCIAL** SW Crystal Reports / Softchoice Corp	$35,000	Obligated Expended	$10,000 $9,333	$10,000 $8,200	$10,000 $0	$10,000 $0	$40,000 $18,133
EE	14	P	**ALL OTHER COSTS COMMERCIAL** SW Sametime	$60,000	Obligated Expended	$16,250 $16,000	$16,250 $15,421	$16,250 $0	$16,250 $0	$65,000 $31,421
EE	14	W	**H/W MAINT COMCL** Cabletron/Enterasys / Cisco	$10,000	Obligated Expended	$2,750 $2,700	$2,750 $2,000	$2,750 $0	$2,750 $0	$11,000 $4,700
EE	13	U	**ALL OTHER COSTS COMMERCIAL** SW Image Gear / Accusoft	$80,000	Obligated Expended	$21,250 $21,000	$21,250 $18,333	$21,250 $0	$21,250 $0	$85,000 $39,333
EE	46	T	**H/W MAINT COMCL** Rimmage / Global Tech Group	$220,000	Obligated Expended	$56,000 $56,000	$56,000 $50,000	$56,000 $0	$56,000 $0	$224,000 $106,000
EE	46	U	**H/W MAINT COMCL** IBM Websphere	$200,000	Obligated Expended	$55,500 $54,083	$55,500 $49,888	$55,500 $0	$55,500 $0	$222,000 $103,837
					Obligated Expended					
Totals Operation & Maintenance				$1,365,000	Obligated Expended	$359,750 $356,708	$359,750 $314,508	$359,750 $0	$359,750 $0	*$1,438,000* *$671,216*

EXAMPLE

FYDP YEAR FUNDING

FY	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Controls	**$1,439,000**	**$1,482,170**	**$1,526,635**	**$1,572,434**	**$1,619,607**	**$1,668,195**	**$1,718,241**
Realigned Marks			-$8,000				
Program Requirements	**$1,500,000**	**$1,530,000**	**$1,560,600**	**$1,591,812**	**$1,623,648**	**$1,656,121**	**$1,689,244**
Delta	-$61,000	-$47,830	-$33,965	-$19,378	-$4,041	$12,074	$28,998

	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Requirement DELTA	$412,000 $0	$424,360 $0	$437,091 $0	$450,204 $0	$463,710 $0	$477,621 $0	$491,950 $0
Requirement DELTA	$380,000 $0	$391,400 $0	$403,142 $0	$415,236 $0	$427,693 $0	$440,524 $0	$453,740 $0
Requirement DELTA	$40,000 $0	$41,200 $0	$42,436 $0	$43,709 $0	$45,020 $0	$46,371 $0	$47,762 $0
Requirement DELTA	$65,000 $0	$66,950 $0	$68,959 $0	[illegible] $0	[illegible]158 $0	$75,353 $0	$77,613 $0
Requirement DELTA	$11,000 $0	$11,330 $0	$11,670 $0	[illegible] $0	[illegible]2,381 $0	$12,752 $0	$13,135 $0
Requirement DELTA	$85,000 $0	$87,550 $0	$90,177 $0	$92,882 $0	$95,668 $0	$98,538 $0	$101,494 $0
Requirement DELTA	$224,000 $0	$230,720 $0	$237,642 $0	$244,771 $0	$252,114 $0	$259,677 $0	$267,468 $0
Requirement DELTA	$222,000 $0	$228,660 $0	$235,520 $0	$242,585 $0	$249,863 $0	$257,359 $0	$265,080 $0
Requirement DELTA							
Annual Auth **Requirement** DELTA	$1,439,000 $1,439,000 $0	$1,482,170 $1,482,170 $0	$1,526,635 $1,526,635 $0	$1,572,434 $1,572,434 $0	$1,619,607 $1,619,607 $0	$1,668,195 $1,668,195 $0	$1,718,241 $1,718,241 $0

Example