NAVSUPPACT NAPLES INSTRUCTION 2100.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: INFORMATION TECHNOLOGY PROCUREMENT REQUEST APPROVAL PROCESS GUIDANCE

Ref: (b) CNO WASHINGTON DC 011830Z Feb 16 (NAVADMIN 021/16)
     (c) COMNAVREGEURAFPSWAINST 2100.2D

1. Purpose. To properly control and document procurement of information technology (IT) products in accordance with references (a) and (b). Procurement actions for IT may not be initiated without an Information Technology Procurement Request (ITPR) approval. Contracting Officers and Purchasing Agents including those operating at Fleet Logistic Centers will not obligate appropriated funds without an approved ITPR control number included with the procurement documents.

2. Cancellation. NAVSUPPACT INSTRUCTION 5236.1

3. Action

   a. Approval Levels. ITPRs shall be submitted through the Navy Information Dominance Approval System (NAV-IDAS). This is a mandatory process in support of Naval Administration (NAVADMIN) 177/14 and 021/16, which establishes ITAAP. The ITPR is divided into four approval levels based on the funding thresholds established in NAVADMIN 021/16.

<table>
<thead>
<tr>
<th>Value</th>
<th>Approval Authority</th>
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<tbody>
<tr>
<td>&lt; $25K</td>
<td>CNREURAFSWA CIO unless on the $25K Exemption list</td>
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<tr>
<td>$25K - $500K</td>
<td>Echelon II CIO</td>
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<tr>
<td>$500K - $20M</td>
<td>DDCTO (N)</td>
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<tr>
<td>&gt; $20M</td>
<td>CNO (N80)</td>
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   b. $25K Exemption. If the items are on this list and the purchase amount does not exceed $25,000, ITPR submission is required, but ITPR approval is not required. This process is outlined in the CNREURAFSWA ITPR standard operation procedure (SOP) located in reference (b).
(1) Requests for IT contract support services (this includes option years).

(2) All requests for multi-function devices (MFD)/printer repair services.

c. ITPR Process Exemptions. The following are exempt from the ITPR process and therefore do not require ITPR approval:

(1) Weapons and Platform IT designated systems not reported in PBIS-IT (e.g., command, control, computer, communications, intelligence, surveillance, and reconnaissance (C4ISR).

(2) IT Consumables (as documented in the CNREURAFSWA ITPR SOP).

(3) IT Peripherals (as documented in the CNREURAFSWA ITPR SOP).

(4) Next generation (NGEN) priced and un-priced contract line item numbers not associated with NGEN program management.

(5) Civilian, Local National, and contractor IT training and subscriptions not reported in the IT budget.

(6) Test and measuring devices.

(7) IT purchases made with Navy non-appropriated funds.

d. Mandatory ITPRs. Regardless of cost, procurement requests must be submitted electronically via NAV-IDAS for:

(1) All requests for MFD/Defense Logistics Agency print services.

(2) All requests for software or software maintenance products.

(3) All requests for procurement or maintenance support of portals, websites, and web presences.

(4) All requests for commercial cloud computing services.
(5) All requests for data center and server hardware. This will require waiver requests, reviews, and approvals.

(6) All requests for approved defense business systems.

(7) All requests for new Navy IT help desks or upgrades, which includes, technology refreshes, hardware updates and software updates.

(8) All requests for contract support services that will exceed the $25,000 threshold over the course of the contract (includes option years).

(9) Armed Forces Network services, installations, hardware and repairs.

(10) All requests for non-ONE-net computing devices, which includes desktops, laptops and tablets.

(11) Business mission area programs certified and approved by the Defense Business Council/Investment Review Board and non-programs of record software, hardware, maintenance, and support services.

(12) Fleet/Outside Continental United States network centric IT assets (i.e. consolidated afloat network enterprise services and ONE-Net including all support service contracts regardless of contract value).

(13) NGEN program management and network IT infrastructure only.

(14) Cryptologic (UNCLASSIFIED) IT systems including support service contracts regardless of contract value.

(15) IT assets procured using military intelligence program and national intelligence programs funds.

(16) IT for industrial/base operating support (i.e., heating, ventilation, air conditioning, perimeter security, and anti-terrorism force protection) including all support service contracts regardless of contract value.

(17) Ashore accepted network infrastructure assets including all support service contracts regardless of contract value.
(18) Telecommunications commercially supported handheld wireless communication devices, non-tactical radios, and telecommunication service support contracts regardless of contract value. A list is documented in the CNREURAFSWA ITPR SOP.

(19) Back office IT that supports oversight and program management operations of Program Executive Office, Program Manager Warfare or Program Manager Air and Weapon Systems support (i.e., portals, hardware, engineering services, and financial management, installation, and support service contracts regardless of contract value).

(20) Research, development, test, and evaluation laboratory network infrastructure that supports weapon system replication, trainers, ranges, and simulators, including all service and staff support contracts regardless of contract value.

(21) Small business innovative research pilots/proofs of concept if funding source is in PBIS IT.

(22) Bureau of Medicine and Surgery, IT assets procured using Defense Health Agency funds and shipboard IT assets that support fleet force health protection operations, including all staff and service support contracts regardless of contract value.

(23) Procurement of any wireless device component.

4. Responsibilities
   a. N-code Responsibilities
      (1) Identify requirement-based needs and coordinate with N6 to determine a solution for the requirement.
      (2) Responsible for submitting ITPRs related to the N-codes requirement-based needs.
      (3) Responsible to include English language version of vendor quote(s) for requested item(s) for all ITPRs submitted.
b. N6 Responsibilities

(1) Provide general training to N-code ITPR submitters.

(2) Answer general questions about the ITPR process and the NAV-IDAS tool.

(3) Communicate new guidance and policies that affect the ITPR process.

(4) Ensure ITPRs are completed in a timely manner.

(5) Enter ITPRs for other N-codes if situation requires.

Releasability and distribution:
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_nl/administrative_services/instructions.html