



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-6
DISTRIBUTION: A, B, C, J

CJCSI 7401.02C
20 May 2004

COMBATANT COMMANDER COMMAND AND CONTROL INITIATIVES PROGRAM

References: See Enclosure I.

1. Purpose. To establish policy and procedures for the Combatant Commander Command and Control Initiatives Program (C2IP).
2. Cancellation. CJCSI 7401.02B, 15 August 2000, "CINC Command and Control Initiatives Program" is canceled.
3. Applicability. This instruction applies to the Joint Staff, Services, combatant commands and Defense agencies.
4. Policy
 - a. C2IP program funds are for combatant command use only.
 - b. C2IP enables combatant commander's, on a case by case basis, to implement timely, low-cost, near term improvements to their C2 systems to meet requirements that result from unforeseen situations. The C2IP program is not intended to subsidize on-going projects or circumvent the DOD Planning, Programming and Budgeting System (PPBS). Improvements should increase combatant commander's C2 capabilities, which in turn, improve operational readiness and combat capabilities. To assure system compatibility, interoperability and supportability with the configurations of Service-managed C2 systems, coordination with the appropriate Service(s) is required. C2IP funds should not be used to make routine C2 modernization upgrades; rather, the PPBS should be accessed to support these kinds of requirements.

c. Appropriated funds will be budgeted annually by the Joint Staff to support the C2IP. Services will contribute operation and maintenance (O&M) dollars each year to support the program.

d. The C2IP is managed by the Director for Command, Control, Communications and Computer (C4) Systems, Joint Staff/J-6. The program is executed (in accordance with) IAW this instruction which is adapted from Enclosure I.

e. All systems, equipment, software or other capabilities acquired through the C2IP are considered for joint, combined and coalition use and will meet interoperability, supportability and spectrum requirements. Funding requests for developmental equipment that may require costly testing and evaluation to obtain interoperability certification are not appropriate for C2IP. The C2IP can provide minimal funding for testing, which requires close coordination with testing and certification organizations to examine alternative means for achieving compliance with certification requirements.

f. All C2IP proposals for spectrum dependent hardware should document spectrum supportability of the hardware. Commercial hardware should also comply with the above. DOD spectrum certification is required for both commercial off-the-shelf (COTS) and government off-the-shelf (GOTS) equipment. In the event that US manufactured COTS or GOTS equipment is intended for operation in an overseas area of responsibility (AOR), host-nation approval (HNA) for the use of the equipment in the sponsor's AOR will be obtained prior to deployment.

g. C2IP projects costing \$300,000 or less are considered for approval and funding by the Joint Staff/J-6.

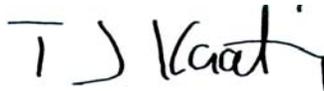
5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This revision strengthens administrative requirements of the program. C2IP request criteria have been clarified. The revision details information and reports that are required by the Joint Staff monthly or approved packages. The revision deletes the requirement for quarterly reports from the commands.

8. Schedule for development and submission of C2IP proposals is provided in Enclosure B.

9. The Joint Staff/J-6 graphic process for reviewing and approving proposals is provided in Enclosure H.
10. Releasability. This instruction is approved for public release: Distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.
11. Effective Date. This instruction is effective immediately.



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Enclosures:

- A – Responsibilities
- B – Combatant Commander Command and Control Initiatives
Program Policy and Procedures
- C – Fiscal Guidelines
- D – Guidelines for Validating and Approving Command and Control
Initiatives Program Proposals
- E – Format for Submission of Command and Control Initiatives
Program Proposals
- F – Command and Control Initiatives Program Report Requirements
- G – Format for Filing Monthly
- H – Joint Staff/J-6 Graphic Process for Reviewing and Approving
Projects
- I – References
- GL – Glossary

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ENCLOSURE A
RESPONSIBILITIES

1. Joint Staff/J-6

- a. Formulate policies and procedures for program administration and execution.
- b. Manage the C2IP, ensuring proper allocation of funds to the combatant commands, processes and coordinates requests for approval to spend funds in support of approved projects and monitors the administration of allocated C2IP funds.
- c. Issue annual and out-of-cycle data calls for project proposals and ensure the combatant commander or Command, J-6 (or J-6 equivalent) authorizes each proposal submitted.
- d. Process proposals through the Joint Staff/J-6 (Enclosure H) and Defense Information Systems Agency (DISA) for interoperability and spectrum assessments to assure project compatibility with program criteria outlined in Enclosures D and E.
- e. Validate and approve or reject C2IP proposals.
- f. Request funds be allocated by the Joint Staff Comptroller and Services to the commands on a timely basis in support of approved projects.
- g. Identify and justify Joint Staff C2IP funding through DOD PPBS.
- h. Monitor execution of funds by commands to include withdrawal and re-allocation of funds to commands during the fiscal year.
- i. Maintain C2IP budget and fiscal execution records and furnish the Joint Staff Comptroller with statistical summaries of the commands' obligation performance, disbursement performance and copies of reports each month.

j. Host video teleconferences, as determined by J-6 Programs and Budget (PB), with combatant command C2IP points of contact (POCs) primarily to coordinate project issues and monitor the execution of funds, such as obligations and disbursements IAW program guidance provided in Enclosures C, F and G.

2. Joint Staff Comptroller

a. Establish and maintain Joint Staff procurement and O&M accounts and ensure their integrity. The Joint Staff budget element is 0201135J.

b. Monitor financial activity and the execution of Joint Staff funds as reported in the command monthly reports and DD 1002 Appropriation Status Reports, (the official DOD report as compiled by Defense Finance and Accounting System (DFAS)).

c. Support C2IP procurement and O&M funding requirements as defined and justified by the Joint Staff/J-6 during program objective memorandum formulation and budget execution processes – to the extent funding and allocation of Joint Staff resources allow.

d. Distribute procurement and O&M funds on a timely basis to commands per Joint Staff/J-6 guidance in support of approved C2IP projects.

e. Retrieve and re-distribute excess funds among commands per Joint Staff/J-6 guidance.

3. Services

a. Support the C2IP with pre-determined levels of O&M funding each year and allocate to commands as requested by the Joint Staff/J-6. Service budget elements are 0201135A (Army), 0201135F (Air Force) and 0201135N (Navy).

b. Ensure efficient vendor and contracting vehicles are accessible to support combatant command C2IP acquisition requirements.

c. Evaluate C2IP proposals upon request for impact (e.g., configuration control, supportability and training) on Service-fielded C2 systems to ensure compatibility and avoidance of duplicative efforts.

4. Combatant Commands

a. Establish an office of primary responsibility and designate an officer or civilian, GS11 or above, as the POC for C2IP activities, to include proposal development, review, submission, receipt and execution of allocated funds and submission of reports.

b. Identify, justify and submit prioritized C2IP proposals in response to Joint Staff/J-6 data calls and emergency needs IAW Enclosures D and E.

c. During initial proposal development, coordinate equipment and software proposals with the supporting DISA field office to determine supportability within DISA's existing and planned networks. For C2 systems if the proposal might impact configuration control and supportability of those systems, i.e., proposed development must not modify configuration of Service-managed systems without prior coordination with that Service.

d. Ensure that command submissions specify the correct appropriation (O&M or procurement) for the desired project. This appropriation detail is required to be consistent with all applicable laws and financial regulations.

e. Obligate allocated funds on approved projects and return all excess funds over \$200.00 unless the commands uses its prerogative to redistribute up to 10 percent toward full funding of another approved C2IP project as discussed in Enclosure C.

f. During the contracting process, ensure the correct appropriation (O&M or procurement) is applied towards each project and expenditures are consistent with all applicable laws and financial regulations.

g. Submit monthly reports as outlined in Enclosures F and G. All reports will show coordination with the command's Comptroller.

5. Defense Information Systems Agency

a. Provide assistance, when required, to combatant command headquarters and component staffs in the preparation and validation processes for command C2IP proposals. This support will include helping proponents of proposals first determine whether the acquisition in question needs interoperability verification and secondly, if so, what costs may be incurred.

b. Support the Joint Staff/J-6 by providing the final DISA technical assessment on proposal submissions. The technical review will evaluate the proposed solution for sufficiency, i.e., clear definition of the requirement (to include a system view diagram and critical information exchange requirements), satisfaction of the stated requirement, technical merit and interface to and supportability with the Defense Information System Network (DISN). The review will also determine test certification status and when necessary, will identify a DISA Joint Interoperability Test Command (JITC) POC and provide a DSN telephone number of the person who can coordinate with the proponent office to expedite certification.

c. Review and analyze proposed equipment or software for spectrum sufficiency consistent with restrictions appropriate for the AOR of proponent command.

d. Provide systems engineering and developmental interoperability testing assistance to help ensure maximum interoperability and minimum duplication.

e. Designate a document assessment POC for the Joint Command Control Communications, Computers and Intelligence Program Assessment Tool C2IP module.

ENCLOSURE B

COMBATANT COMMANDER COMMAND AND CONTROL INITIATIVES
PROGRAM POLICY AND PROCEDURES

1. Annual Proposal Call. The Joint Staff/J-6 will issue a call for proposals on 1 June 2004 with a suspense date on or about 1 August 2004. Electronic copies must be submitted to expedite the reviews. The Joint Staff/J-6 C2IP program manager (PM) will coordinate final reviews within the Joint Staff and with DISA. The following milestone dates approximate the annual schedule.

Milestone Dates

1 June	Joint Staff/J-6 issues call for C2IP proposals.
1 August	Joint Staff/J-6 submits originals with cover memorandum signed by the Director, J-6 (or J-6 equivalent) plus transmit electronic copies directly to the Joint Staff/J-6 PB.
5 August	Joint Staff/J-6 PB will forward electronic copies to others for review and comment as necessary.
5 September	Joint Staff/J-6, with DISA input, validates and approves or rejects projects. Proposals with minor deficiencies are returned for corrective action usually with a one (1) week turn around time. Command projects previously validated but not funded may be resubmitted one (1) time for funding consideration.
1-15 October	Joint Staff/J-6 will request the Joint Staff Comptroller and Services forward funds to combatant commands. In the event the DOD is operating on Continuing Resolution Authority (CRA), projects will be funded under current CRA guidance. Once the Defense Appropriations Bill is signed, funds will be forwarded as they become available.

2. Out-of-Cycle Proposals. The Joint Staff/J-6 may issue out-of-cycle data calls or accept out-of-cycle proposals at anytime, depending upon the availability of funds. The Joint Staff/J-6 will process proposals and, as necessary, allow DISA 30 days to conduct review, then forward funds on approved projects usually within 50 days after receipt of the proposal request.

Out-of-Cycle Milestones

Day 0	Combatant commands submit out-of-cycle proposals when invited by a specific data call or when deemed necessary by the Director, J-6.
Day 5	After receipt of command proposals, the Joint Staff/J-6 C2IP PM will submit soft copies to DISA for review and comment as necessary.
Day 40	With DISA assessments, the Joint Staff/J-6 validates and approves or rejects proposals for funding.
Day 45	The current operations division (J-6Z) provides review results to the combatant commands. Concurrently, J-6 PB will request funds be forwarded by the Joint Staff Comptroller or the Services to combatant commands.
Day 50	Funds are available to combatant commands to commence project acquisitions.

3. Emergency Proposals. Emergency proposals may be submitted anytime and must meet C2IP criteria. Proponents must justify the pertinent reasons why funds are needed immediately to fix or improve a combatant command C2 system. To fund an emergency proposal, a command may need to unfund project(s) to free up dollars to satisfy emergency requirement.

4. Submission of Proposals. Combatant commands initiate, screen and approve C2IP proposals before submitting to Joint Staff/J-6 PB for further processing. Each proposal should be submitted in the prescribed format shown in Enclosure E.

a. Combatant commands are allowed to submit rejected C2IP proposals only once if new and significant justification exists to warrant Joint Staff/J-6 reconsideration. Proponents should state in the history

segment of the proposal that it is a resubmission and provide new and relevant earlier justification for its reconsideration.

b. Projects previously validated and approved but not funded, may be resubmitted one time and reprioritized in the following year's annual data call.

5. Project Validation and Funding Approval. C2IP proposals will be either validated and approved for funding or rejected by the Joint Staff/J-6 IAW the guidelines established in Enclosures D and E. Only validated C2IP projects will be approved for funding.

6. Allocation of Funds to Commands. As funds become available each fiscal year, allocations to individual commands will be electronically transmitted for approved projects.

7. Reports. Combatant Commands will submit their monthly reports on or about the 15th of each month IAW guidance in Enclosures F and G. Commands should forward a project completion report within 30 days of project implementation.

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ENCLOSURE C

FISCAL GUIDELINES

1. C2IP funds are limited. Their purpose is to fund emerging or unforeseen combatant commands system requirements that can immediately increase mission readiness and improve combat capabilities. Funds for regular modernization of C2 equipment and software should be obtained through the PPBS process. Commands should obligate C2IP funds according to the standards established below. When excess funds become available in a command, they must be returned to the Joint Staff/J-6 or Services for redistribution. C2IP projects should be completed and operational within one year of receipt of funds. As noted in paragraph 7 of Enclosure B, commands must file a completion report to the C2IP PM within 30 days of full implementation of the project.

2. By statute, O&M and procurement funds expire after 1 and 3 years, respectively. However, funds distributed to the combatant commands should be obligated IAW standards stated below regardless of statutory limitations. Since multi-year procurement C2IP funds are managed within the larger financial policies and goals of the Office of Secretary of Defense (OSD), failure to maintain these standards may subject the program to significant penalties. Project leaders should complete the final paperwork as soon as possible once the products or services have been received. Vendors must be encouraged to submit bills to the government immediately after the completion of a project to enable the DFAS office to process the vendor checks and record the transactions. Joint Staff obligation target rates for procurement and O&M obligations are:

a. Procurement. Funds should be 80 percent obligated by 31 July and 90 percent obligated by the end of the first fiscal year. Commands will return excess funds as soon as practicable.

b. O&M. Funds should be 80 percent obligated by 31 July and 100 percent obligated by the end of the fiscal year. Commands will return excess funds as soon as practicable.

c. Funds may be committed and obligated only on Joint Staff-validated and approved C2IP projects. Commands may reallocate C2IP funds among validated and approved projects if re-allocations do not exceed 10 percent of the estimated cost of the project receiving the additional funding. All other excess funds will be returned to the Joint Staff/J-6 C2IP PM or Services for reallocation to the next highest priority projects.

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ENCLOSURE D

GUIDELINES FOR VALIDATING AND APPROVING COMMAND AND CONTROL INITIATIVES PROGRAM PROPOSALS

1. Controlling Criteria for C2IP Projects. C2IP project acquisitions of equipment, software or services should directly support combatant command systems. Proposals should meet the following criteria for Joint Staff/J-6 validation and approval.

a. Utility. The C2IP is intended to provide commands with a means to implement timely, low-cost, near-term improvements to their C2 systems resulting from unforeseen situations. These improvements should discernibly increase command readiness and combat capabilities by enhancing the combatant commander's ability to manage C2 forces.

b. Project Size. Individual C2IP projects will not exceed a combined O&M and procurement dollar cost of \$300,000.

c. Project Duration. C2IP projects should be operational within one year after receipt of funding.

d. Human Resource and Logistics Supportability. C2IP projects requiring follow-on human or logistics resource support, should receive that support from the combatant commander's supporting Service or another activity.

e. Supportability, Interoperability and Compatibility.

(1) C2IP project proposals acquiring hardware or software will be reviewed and assessed by DISA for interoperability and spectrum compatibility requirements.

(2) C2IP projects must be joint technical architecture (JTA) compliant. Proposals must comply with references d, f, and h, and meet DII Common Operating Environment Integration and Runtime Specification, Version 4.0, November 1999, requirements.

(3) C2IP proposals for spectrum-dependent hardware should document spectrum supportability by referencing valid J/F-12 frequency allocations or note-to-holders for the intended service. C2IP projects that will replace existing services, i.e., same frequency band(s), transmit power, etc., include a statement indicating the project will replace existing services. DOD spectrum certification is required for all such C2IP projects to include those that use commercial hardware.

(4) C2IP project proposals that must be supportable within the global DISN should be confirmed with the DISA field office supporting the combatant commander prior to submission to the Joint Staff.

(5) C2IP project proposals should be coordinated with the appropriate Service(s) when a service-managed system(s) is impacted.

2. Valid Non-Material C2IP Projects. C2IP funds are eligible for the following non-material types of projects:

a. Studies. Funds may be used to address engineering solutions for specific C2 problems and their implementation documentation needs, such as those required by C4 systems master plans.

b. Limited Travel. Funds may be used to cover temporary duty (TDY) costs associated with the use of expertise needed to scope and perform engineering work on a specific C2 project or to solve a specific C2 system problem. Funds are not eligible for routine travel requirements.

c. Test and Evaluation. Funds may be used to test and evaluate C2 systems, equipment or procedures that enhance C2 capabilities.

d. Software. Funds may be used for non-routine software upgrades in existing C2 systems.

3. Invalid C2IP Fund Uses. Funds may not be used for the following kinds of projects:

a. Continuation Support. C2IP funds are not eligible for follow-on maintenance contracts, license renewals or long-term lease support after projects are initially implemented. C2 equipment or software purchased with C2IP funds should receive follow-on support through DOD logistics channels or have provisions set up in the host command to fund follow-on support.

b. Human Resource Augmentation. C2IP funds should not be used to pay for staff augmentation, such as contractors performing routine staff functions. Funding for contracted technical and engineering services is permitted as part of an approved C2IP project when contractors are implementing timely, low-cost, near-term improvements to a command's C2 system.

c. Construction of Facilities. Use of C2IP funds is not permitted for construction of facilities.

d. Incremental Funding. C2IP funds are not eligible for use to procure multiple projects costing \$300,000 or less as component parts of a larger project. Also, C2IP funds are not eligible to fund purchases of equipment or services supporting the same project year after year. C2IP funds are for one-time acquisitions only.

e. Circumvention of the Normal Approval Process. C2IP funds cannot be used to expand the scope of separately approved and funded projects or programs. C2IP funds cannot be used for projects that have been specifically denied or deleted by OSD, Office of Management and Budget (OMB) or by Congress.

f. Reimbursement. C2IP funds cannot be used to reimburse funds received from other funding sources.

4. Equipment Accountability. C2IP procurements will comply with applicable directives and procedures concerning resource management of accountable and non-expendable equipment, supplies, etc. Accountable equipment and supplies purchased with C2IP funds should be entered into the organization's property book records when issued and while in use. For equipment obtained through the C2IP that is used by an organization other than the procuring organization, the procuring organization's equipment custodian should ensure the equipment is logged into property records by the gaining equipment custodian or supply officer.

5. C2IP Validation Checklist. The following validation checklist may be used for screening C2IP proposals in compliance with C2IP criteria and guidelines.

COMMAND AND CONTROL INITIATIVES PROGRAM VALIDATION
CHECKLIST

(COMBATANT COMMAND PROJECT NAME) YES/NO

Utility. Timely, low-cost, near-term improvement to the command's C2 system necessitated by unforeseen situations. _____

Cost. Costs \$300,000 or less. _____

Duration. Is completed and operational within one year after receipt of funding. _____

Interoperability. Proponent must consult with the DISA field office during proposal development for H/W and S/W for determination of interoperability and compatibility and develop cost estimate data when testing and certification may be required. _____

Compatibility. Proponent should consult with the supporting Service, when appropriate, to determine potential impact on Service-provided C2 system(s). _____

Follow-on Support. Follow-on logistics or human resource support will be provided through standard channels. _____

VALID NONMATERIAL PROJECTS

Studies. Engineering solutions to specific C2 problems and their implementation documentation. _____

Limited Travel. Is limited to bring personnel with expertise to work on a specific combatant command C2 system problem and solution. _____

Test and Evaluation. Facilitates limited testing and evaluation of equipment or software that enhances C2 capability. _____

Software. Supports non-routine upgrades of software for existing C2 systems. _____

INVALID PROJECTS:

Funding for Continued Support Needs. Funding for follow-on project needs is not permitted. _____

Human Resource and Logistics. Human resource and logistic needs should be fulfilled through standard channels. _____

Incremental Funding. Cannot divide and fund parts of projects or fund a project year after year. _____

Circumvention of Normal PPBS Process. C2IP funds cannot be used to expand the scope of separately approved and funded projects or programs. C2IP funds cannot be used for projects that have been specifically denied or deleted by OSD, OMB or Congress. _____

Reimbursement. Cannot be used to reimburse funds received earlier from other funding sources. _____

Infrastructure. Cannot be used to fund normal C2 infrastructure or facilities construction requirements. _____

Training. Cannot be used to fund training unless the training is an integral part of the equipment or software acquisition. _____

Augmentation. Cannot be used to supplement acquisition programs and may not be used to supplement other developmental efforts for which funding lines already exist. _____

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ENCLOSURE E

FORMAT FOR SUBMISSION OF COMMAND AND CONTROL INITIATIVES
PROGRAM PROPOSALS

1. Purpose. Each C2IP proposal must stand alone and contain elements of information needed to ensure that it conforms to program guidelines established in this CJCSI.

2. Format. Use the format features described below for the annual call, out-of-cycle and emergency submissions. Unclassified proposals are preferred. Limit proposals to no more than five pages using single-spaced narratives. A systems interface description (SV-1), reference i, should be included. A Director, J-6-signed memorandum must accompany all proposal requests. Provide proposals in hard and soft copy formats. Submissions should address all of the following fields in the order shown (if a field does not apply, annotate with "N/A").

a. CITING PRIORITY NUMBERS. The command's highest priority proposal is number one. Commands may change the order of their priorities when submitting out-of-cycle proposals by labeling new proposals 1A, 4A, 4B, 4C, etc. Out-of-cycle request submissions are defined in the glossary.

b. TITLE. A short title of the project that accurately indicates the subject.

c. BRIEF HISTORY OF PREVIOUS SUBMISSION. State if the proposal is new. If a resubmission, provide the date and the earlier disposition made by the Joint Staff. In addition, provide any new information and circumstances that may warrant reconsideration by the Joint Staff/J-6.

d. COSTS. Provide firm estimates of nonrecurring acquisition costs in terms of procurement and O&M funds. List all major items of equipment and/or software to be procured noting quantities, prices and kinds of appropriations sought for each item. Include sub-total and grand total calculations by appropriation. Include a separate breakout of communications security (COMSEC) equipment costs listing those to be procured with C2IP funds and those to be provided by the COMSEC program. Seek Comptroller or legal assistance for correct appropriation classification.

e. DESCRIPTION. Describe equipment, software or services to be acquired and explain the objectives and goals of the project. Include identifying nomenclature for equipment and/or software to be procured.

f. JUSTIFICATION. State why the project is needed and how it will improve combatant commander C2 capabilities. Relate project objectives to proposal requirements. Indicate why it qualifies as a C2IP proposal (e.g., satisfies a particular unforeseen C2 requirement). State why existing systems do not fulfill the requirement. Indicate C2 objectives, missions or functions that will be adversely impacted if the project is not funded. Describe the unforeseen circumstances and immediate needs related to the request.

g. INTEROPERABILITY AND SPECTRUM COMPATIBILITY. Describe interoperability requirements and network interfaces, also provide a systems interface description (SV-1), reference i, and critical interoperability exchange requirement documents, as appropriate. Note how the project will interoperate with existing systems and how compliance with spectrum standards is to be achieved. Note the type, source and version of all software to be used. Confirm applications and associated hardware comply with the JTA, reference h.

(1) Interoperability Testing and Certification. State if the GOTS and/or COTS hardware or software has undergone interoperability certification testing by DISA. Attach a copy of the certification whenever possible. If the proposed equipment is not certified, first determine if a substitution can be made that is certified. If not, describe the process or plans worked out with the DISA field office for interoperability testing prior to deployment of the proposed equipment. In addition, have DISA provide a cost estimate for the testing and identify a DISA POC (including email and telephone number information). The proponent should also include a testing and certification strategy when testing is required.

(2) Spectrum Supportability. Describe any spectrum dependent hardware involved in the project. What portion of the spectrum and what class of service is involved? Has HNA been obtained? When and under what project or authority? Will this system replace an existing system? Has spectrum clearance been applied for or obtained? When and from whom? If not, what is the status of this effort?

h. COMPATIBILITY WITH SERVICE-MANAGED SYSTEM(S). Confirm the proposed project will not have an unacceptable impact on a Service-provided C2 system.

- i. INTEGRATED COMMUNICATIONS DATABASE (ICDB) NUMBER. Include for all satellite communications requirements, mark “not applicable for all others.” A description of the process to obtain an ICDB number can be obtained by consulting reference e.
- j. TRAINING. Describe additional training required for the project and how it will be provided.
- k. ADDITIONAL HUMAN RESOURCES. Indicate whether additional human resources are required.
- l. LOGISTICS SUPPORT. Indicate the amount and cost of any spares, type of out-year life cycle support required, source of this support and the activity or command that has agreed to provide the support. State if a formal support agreement (e.g., a memorandum of understanding, is in effect or is being developed).
- m. OUT-YEAR SUPPORT COST. Describe other costs such as recurring maintenance or licensing needs and how they are to be funded. C2IP funds may not be used for follow-on O&M costs. Explain how out-year support costs will be funded.
- n. PROCUREMENT PLAN. Describe acquisition strategy and how funds will be obligated within established time limits.
- o. SEND FUNDS TO. The Organization or office accepting the Military Interdepartmental Purchase Request (MIPR) DD Form 448-2. The MIPR address must be the accepting activity’s responsible accounting and finance office. Include the full mailing address, POC, DSN voice, fax numbers and commercial numbers. If funds are expected to be electronically transferred via the Program Budget and Accounting System, provide the agency number, finance office mailing address and financial POCs with telephone and fax numbers.
- p. PROVIDE POC INFORMATION.
- (1) Project proponent’s name, rank, office symbol, mailing address (include APO), DSN and commercial fax and telephone numbers and email address.
 - (2) DISA field office and JITC POC information and component or Service acquisition command POC information.

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ENCLOSURE F

COMMAND AND CONTROL INITIATIVES PROGRAM REPORT
REQUIREMENTS

1. Purpose. To establish format requirements for combatant command reports on C2IP project status and fund execution performance.

2. Required Reports

a. Reports are to provide managerial insight and help track receipts and execution of funds. Acquisition weaknesses may be identified by poor obligation performance data sometimes prompting effective action that helps keep the C2IP program on track. Monthly reports help fulfill this managerial need. Also, timely and well-documented project completion reports substantiate the value of the C2IP program. Furthermore, auditors and congressional committee members occasionally inquire about the kinds of projects procured with C2IP funds. Project Completion Reports are used to satisfy these inquiries.

b. Monthly Obligation Status Report. Consists of a faxed report, coordinated through the servicing financial authority (Comptroller), that reflects the status of obligations and commitments performance both for Joint Staff and Service dollars. Presentation of this data should be broken out separately (e.g., current O&M and procurement dollars status plus the status of procurement dollars for the two previous fiscal years).

c. Project Completion Report.

(1) Consists of a faxed report that promotes understanding and helps ensure managerial controls are working. These reports document the implementation of an approved project.

(2) All commands are required to file a Project Completion Report on every funded project.

(3) Commands are encouraged to append useful graphics or photographs to their reports to promote understanding of the success of their projects.

(4) Commands should also note whether the project is interoperability or spectrum-compliant.

3. Monthly Obligation Status Report. Submitted by facsimile followed with signed correspondence to Joint Staff/J-6 PB by the 15th of each month officially presenting funding status. This report may take the form of official DFAS-generated accounting reports, showing commitments, obligations and disbursements, signed by the responsible command J-6 C2IP POC. Below is a sample format that can be used in lieu of accounting reports:

a. Effective date of information (e.g., 28 February 2004).

b. Servicing Comptroller Coordination Statement. "This report has been coordinated with the support command's financial authority (Comptroller) and data are certified as being accurate as of (end of the reporting month)."

c. Total allocated funds to the command should be in three distinct categories: Joint Staff procurement, Joint Staff O&M and Service O&M. Out-of-cycle and emergency funds should be shown separately under these headings. A standard matrix format to be used is shown in Enclosure G.

d. Format for Current Fiscal Year Status:

Procurement:

Total Received	(\$000, current year cumulative)
Total Committed	(\$000, percentage of total received)
Total Obligated	(\$000, percentage of total received)
Total Expended	(\$000, percentage of total received)
Total Unprocessed	(\$000, percentage of total received)

Joint Staff O&M:

Total Received	(\$000, current year cumulative)
Total Committed	(\$000, percentage of total received)
Total Obligated	(\$000, percentage of total received)
Total Expended	(\$000, percentage of total received)
Total Unprocessed	(\$000, percentage of total received)

Service O&M:

Total Received	(\$000, current year cumulative)
Total Committed	(\$000, percentage of total received)
Total Obligated	(\$000, percentage of total received)
Total Expended	(\$000, percentage of total received)
Total Unprocessed	(\$000, percentage of total received)

e. Format of Status of Immediate Two Previous Fiscal Years of Procurement Funds:

(1) Procurement – immediate prior year funding status:

Total Received	(\$000, previous year cumulative)
Total Committed	(\$000, percentage of total received)
Total Obligated	(\$000, percentage of total received)
Total Expended	(\$000, percentage of total received)
Total Unprocessed	(\$000, percentage of total received)

(2) Procurement -- second prior fiscal year funding status:

Total Received	(\$000, 2 year previous cumulative)
Total Committed	(\$000, percentage of total received)
Total Obligated	(\$000, percentage of total received)
Total Expended	(\$000, percentage of total received)
Total Unprocessed	(\$000, percentage of total received)

f. For each C2IP project completed, provide a project completion report IAW guidelines of paragraph 4 below.

g. For each active C2IP project, provide the following additional information.

(1) PROJECT TITLE: Use exact title shown on the approved project request. ORIGINAL OR FINAL ADJUSTED COST: Note total dollars allocated broken out by appropriation. Also note amounts expended for each sub-item. Current progress status (brief statement about the project with projected completion date noted).

(2) CHANGES: Note significant changes or adjustments and include a brief statement noting that the equipment, amount or delivery date changed.

h. End-of-year reconciliation: Explain the difference between estimated cost and actual cost of the project where differences are significant. Note the amount of funds actually used. If actual costs differ from the DFAS data, the servicing Comptroller should be prepared to explain these differences. Unused funds will be returned to the Joint Staff or Service. Final disposition of all C2IP funds allocated to the command should be accounted for and explained in the report.

4. Format for Project Completion Report.

a. Forward reports to Joint Staff/J-6 PB by mail within 30 days after full implementation of the project. Use the following memorandum format to provide this report:

(1) Exact title and date when the project request was approved.

(2) Breakout of funds by appropriation(s). Report the amount of funds received, actual cost of the project and final disposition of excess funds as appropriate.

(3) Date of commencing the implementation of the project and the date of its completion.

(4) Lessons learned.

(5) Status of interoperability and spectrum compliance.

(6) Short descriptive paragraph noting how the project improved warfighter C2 readiness and combat capabilities. When practicable, include metrics that reflect improvement of warfighter readiness and/or combat capability gains.

b. Append unclassified graphics or photographs of products procured and installed as practicable.

ENCLOSURE G

FORMAT FOR FILING MONTHLY REPORTS
(As of DD/MM/YYYY)

Current Fiscal Year

The dollar figures reported below were coordinated with the Comptroller's office.

APPN/SOURCE RCVD COMITT'D OBL %OBL EXP % EXP UNPROC'D

PROCUREMENT

Joint Staff O&M

Service O&M

Out-of-Cycle O&M

Out-of-Cycle PROC

Prior Fiscal Year

APPN RCVD COMITT'D OBL %OBL EXP % EXP UNPROC'D

PROCUREMENT

Second Prior Fiscal Year

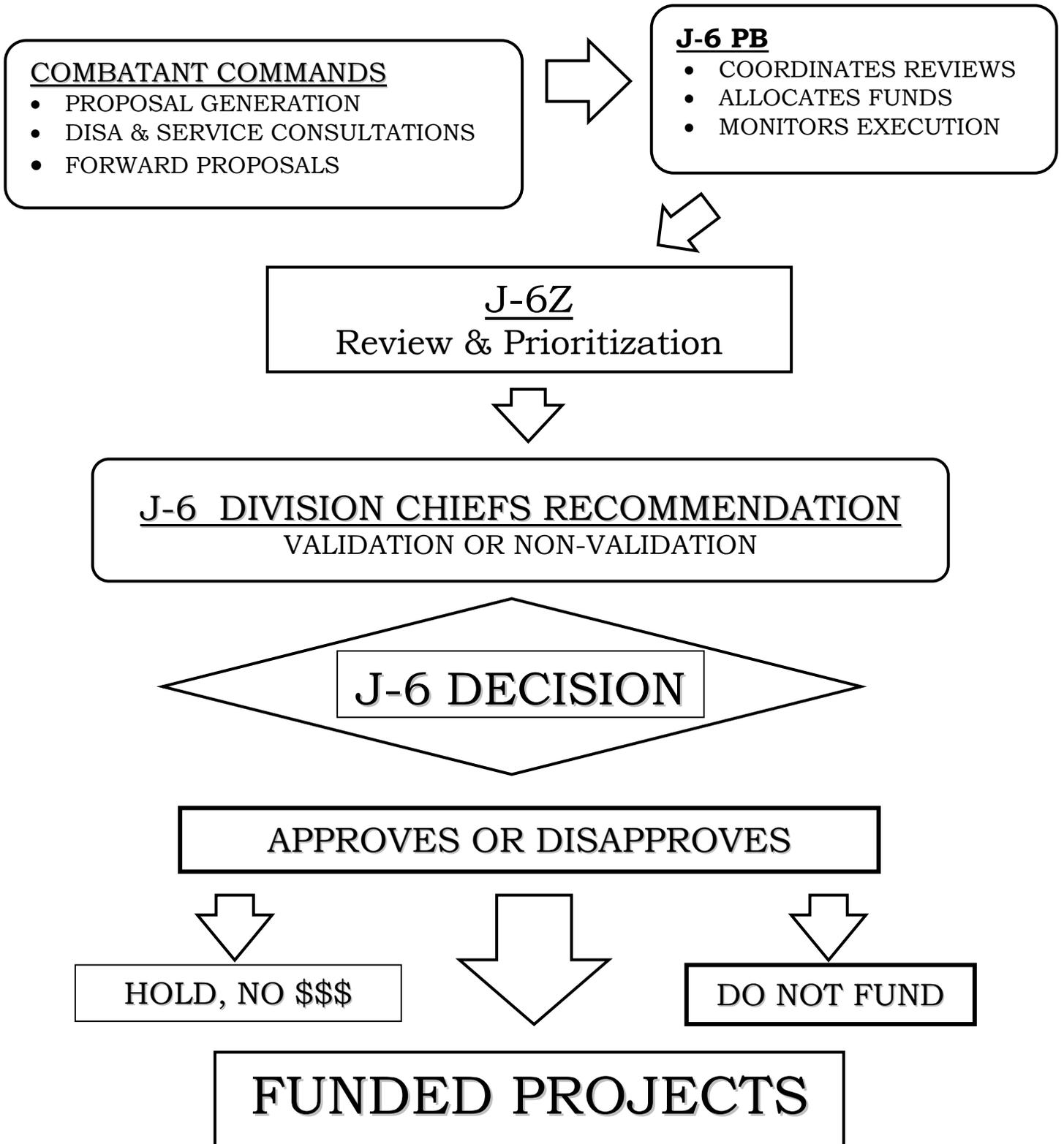
APPN RCVD COMITT'D OBL %OBL EXP % EXP UNPROC'D

PROCUREMENT

(INTENTIONALLY BLANK)

ENCLOSURE H

COMMAND AND CONTROL INITIATIVES PROGRAM REVIEW
PROCESS



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ENCLOSURE I

REFERENCES

- a. ASD(C31) memorandum, 1 April 1980, "Combatant Commander (CDR) Initiatives."
- b. MCM-135-91, 29 July 1991, "Acquisition and Contracting Management Role of the Unified and Specified Commands."
- c. DODI 4630.8, 2 May 2002, "Procedures for Management of Information Requirements."
- d. DODD 4630.5, 11 January 2002, "Interoperability and Supportability of Information Technology (IT) and National Security Systems."
- e. CJCSI 6250.01, 10 December 2001, "Satellite Communications."
- f. DODI 4630.8, 2 May 2002, "Procedures for Interoperability and Supportability of Information Technology of Information Technology (IT) and National Security."
- g. DOD Financial Management Regulation, DOD 7000.14-R, Volume 2A, July 1998.
- h. DOD Joint Technical Architecture (JTA) Version 4.0, 17 July 2002.
- i. C4ISR Architecture Framework, Version 2.0, para 4.2.1.

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GLOSSARY

1. Command and Control Initiatives Program (C2IP) Proposal. A request for C2IP funding submitted by a combatant commander IAW this instruction. See Enclosure E for format and submission requirements.
2. Command and Control Initiatives Program (C2IP) Project. A C2IP proposal that has been validated and approved for funding by the Joint Staff/J-6.
3. Command and Control (C2) System. The equipment, communications, computers, procedures and personnel essential to the combatant commander for planning, directing and controlling operations of assigned forces pursuant to the mission assigned.
4. Command and Control (C2). C2 is the exercise of authority and direction by a properly designated commander over assigned forces for the accomplishment of a mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities and procedures employed by a commander in planning, directing, coordinating and controlling forces and operations in the accomplishment of the mission.
5. Commitment. An administrative reservation of funds based upon firm procurement requests, orders, directives and authorizations to issue requests that authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. A recording of a commitment against an allotment to reserve funds for future obligations.
6. Defense Information Infrastructure (DII). The DII will be superseded by the Global Information Grid in the future. The DII is the web of communications networks, computers, software, databases, applications, weapon system interfaces, data, security services and other services that meet the information processing and transport needs of DOD users, across the range of military operations. It encompasses: (1) sustaining base tactical, DOD-wide information systems and command, control, communications, computers and intelligence interfaces to weapons systems; (2) the physical facilities used to collect, distribute, store, process and display voice, data and imagery; (3) the applications and data engineering tools, methods and processes to build and maintain the software that allow command and control, intelligence, surveillance, reconnaissance and mission support users to access and manipulate, organize and digest proliferating quantities of information; (4) the standards and protocols that facilitate interconnection and

interoperation among networks; and, (5) the people and assets which provide the applications and services, construct the facilities and train others in DII capabilities and use (DII Master Plan, Version 8, 29 March 1999).

7. Emergency Proposal. An unforeseen requirement that meets C2IP criteria and the immediacy is of such import that continued operation of a combatant commander C2 system is critically impaired.

8. Excess Funds. Funds that can neither be obligated nor committed on a validated C2IP project for which they were distributed to fund. These funds will be returned to the Joint Staff or Service.

9. Expenditure or Outlay. The dollar amount of checks issued or cash disbursed to a vendor or contractor or a government transaction that has been paid (paper transaction). (DOD Financial Management Regulation, DOD 7000.14-R, Volume 2A, July 1998.)

10. Funding Approval. Determination made by the Joint Staff/J-6 that a C2IP project is valid and approved for funding. The total worth of approved C2IP projects may not exceed fiscal resources.

11. Interoperability. (1) The ability of systems, units or forces to provide services to and accept services from other systems, units or forces and to use the services so exchanged to enable them to operate effectively together. (2) The condition achieved among communications-electronics systems or items of communications-electronics equipment when information and/or services can be exchanged directly and satisfactorily to the user.

12. Interoperability Test Certification. Certification given when confirmation is provided by Defense Information Systems Agency joint interoperability test command, in coordination with the system functional proponent, that a system (1) has undergone appropriate Service-level testing; (2) the applicable standards and requirements for compatibility, interoperability and integration have been met; and (3) the system is ready for joint or combined use.

13. Joint Interoperability Test Command (JITC). JITC is the Defense Information Systems Agency facility for interoperability test certification of national security systems and information technology systems.

14. Obligation. Consists of orders placed, contracts awarded and similar transactions that legally encumber the government to a specific future outlay of funds. Funds are either committed or obligated but not

both at the same time. Funds are obligated the moment a contract is signed or when a Cost Reimbursable Military Interdepartmental Purchase Request is accepted as reimbursable. The transaction must be recorded in the Defense Finance and Accounting System before it is considered official. (DOD Financial Management Regulation, DOD 7000.14-R, Volume 2A, 23 June 1993).

15. Out-of-Cycle Request. An out-of-cycle request is a project request that emerges throughout the year that was not submitted in the original yearly call milestones. Changes to a command's request will be considered out-of-cycle once the Joint Staff has validated the requirements submitted in the yearly call. Out-of-cycle requests should be prioritized within the original project submission list from the command. Out-of-cycle requests that are placed higher on the priority list than funded projects should be funded in lieu of the lower priority project within the command's funding allocation (if funds have not been obligated on the lower priority projects).

16. Recorded. For the purpose of this instruction, commitments, obligations and expenditures are considered officially recorded when entered into the Defense Finance and Accounting System.

17. Spectrum Certification. The process by which development of procurement of communications-electronics systems, including all systems employing satellite techniques, will be reviewed and certified for system compliance with spectrum management policy, allocations, regulations and technical standards to ensure radio frequency spectrum is available. In addition, the predicted degree of electromagnetic compatibility between the proposed system and other spectrum-dependent systems must be determined plus the possible need for and evaluation of the results of prototype electromagnetic compatibility testing must be determined.

18. Unprocessed Funds. Funds that have been received but are neither committed nor obligated.

19. Validated. Certification by the Joint Staff/J-6 C2IP Review Board that a C2IP proposal meets all of the criteria set forth in this instruction. The total worth of validated C2IP projects may exceed fiscal resources.

20. Joint Command, Control, Communications and Computers Program Assessment Tool (JCPAT). JCPAT is a Defense Information Systems Agency developed, operated and maintained suite of web based software applications that provides a secure electronic document distribution, storage and management support to the OASD (C3I) and the Joint Staff.

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