U.S. Department
of Transportation

United States
Coast Guard

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United States Coast Guard

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COMMANDANT INSTRUCTION 5200.16

Subj: STANDARD WORKSTATION III CONFIGURATION MANAGEMENT POLICY

Ref: (a) Coast Guard SWIII Replacement Project Migration Management Plan
  (b) Desktop Productivity Software Standards, COMDTINST 5234.5
  (c) Standard Workstation III Operating System Standards, COMDTINST 5230.2
  (d) Coast Guard Microcomputer Allowance List, COMDTINST 5230.51
  (e) AIS Security, COMDTINST M5500.13A
  (f) Acquiring Microcomputer Resources, COMDTINST 5230.55A

1. PURPOSE. This Instruction establishes the Coast Guard's Configuration Management (CM) policies and procedures for all Standard Workstation III (SWIII) and SWIII-compatible workstations, servers, and networks.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.

3. DIRECTIVES AFFECTED. All Commandant, Area, District, Maintenance and Logistics Commands (MLC), Headquarters (HQ) and other unit-level instructions and directives pertaining to CM for SWIII and SWIII-compatible workstations and servers will be in compliance with this instruction. Instructions governing software development and procurement for all computer platforms, the Microcomputer Allowance List (MAL) and those concerned with configuration management for other computing platforms remain in effect.

4. BACKGROUND. Since 1981, the cornerstone of the Coast Guard's management of microcomputers has been the Standard Workstation (SW) program. This program is based on Coast Guard units using the same family of microcomputer hardware and software for its mission and personal productivity requirements. This standards based approach puts the

Coast Guard in the forefront of Federalagencies who early on realized the cost of owning microcomputers as well the business case for being able to deploy standard software suites of mission essential applications (MEA) such as the Large Unit Financial System (LUFS). With the deployment of SWIII, the Coast Guard continues its commitment to a standards based approach for providing microcomputer capability to the Coast Guard. In comparison to Coast Guard Standard Workstation II (CGSWII), the operating system, e-mail, and office automation environment of SWIII is far more complex and costly to support. The key to controlling the total cost of ownership and improving CG-wide support is a very strong and responsive SWIII Configuration Management (CM) program. Since SWIII uses mainstream hardware, software and communications technology, the Coast Guard has entered a new era in the numbers and sophistication of those who wish to gain unauthorized access and spread mischief in Coast Guard data networks and computer systems. A strong CM program is the corner stone of minimizing the entry points for intruders to gain access to Coast Guard systems. Reference (a) delegates responsibility for migration and configuration management to the SWIII Migration Project via Commandant (G-S).

5. <u>DISCUSSION</u>. **Central to the success of this CM program is that SW resources are corporate assets and not personal computers.** The ability to run MEAs in a reliable and secure mode is dependent on fielding and maintaining SWIII in a consistent manner. Units deviating from the standards risk not being able to run MEAs. In order to remedy this, a unit may have to take their systems out of service and perform the complex process of restoring their SWIII workstations and servers to the standards baseline. Units straying from the standards also jeopardize their ability to obtain centralized SWIII hotline support to help solve problems caused by a local configuration that the Hotline personnel are unfamiliar with. The abundance of commercial software for SWIII has unleashed pent up demand from users who want software installed on their SWIII based on local user or unit needs. The SWIII CM process provides a process for evaluation and installation of locally requested software and hardware. The Telecommunications and Information Systems Command (TISCOM) is tasked with managing the "Standard Image" which is the baseline software specified in references (b) and (c) as well as the MEA software. Before a MEA or any other software can become a part of the Standard Image, the software must be "certified." This process tests the candidate software against the Standard Image to determine if there are any conflicts with items such as library names and file structures. Within the complex NT operating system environment of SWIII, these conflicts are not uncommoncertification process is to identify and rectify problems before the candideployed to the field. While Certification provides assurance that softwithin the confines of the Standard Image, there is no guarantee that the software will co-exist with locally installed software out in the units.

6. <u>POLICY.</u> These policies are the basis of the Coast Guard's CM program for SW technology:

   a. Commandant (G-SI) is the Coast Guard's Chief Information Officer (CIO). Per reference (d), the CIO is charged with oversight and management of all Coast Guard microcomputer resources.

b.  The SWIII Configuration Control Board (CCB) members are:
    Commandant (G-SCC) (Chair), (G-SIA), (G-SCT), (G-SCE)
    Commanding Officer TISCOM
    MLCLANT (t)
    MLCPAC (t).

    Changes to the SWIII baseline will be documented in Engineering Change Proposals (ECPs).   Electronic mail will be the primary mode of dissemination of ECPs for SWIII CCB review and approval.  When the nature of the ECP warrants, the SWIII CCB may meet or use a telephone conference.  Generally, the SWIII CCB will have a minimum of 30 working days to provide a response and may task the SWIII Configuration Evaluation Team and/or other CG application experts to provide a technical evaluation of any request. In this case a response from the SWIII CCB may take longer than 30 days.  The SWIII CCB will notify the originator if a response will take more than 30 working days. SWIII CCB processes will foster a rapid turnaround of the ECP and keep the requester informed on the status.

c.  Local Configuration Control Boards (LCCBs) may be established at MLCs, standalone Headquarters units established as individual Windows NT domains, and Headquarters Support Command (HSC).  LCCBs must be chartered.  Chartering organizations are LANTAREA(t) and PACAREA(t) for the respective MLCs, the responsible Headquarters program for standalone Headquarters units, and Commandant (G-CCS) for HSC. MLCs may delegate LCCB authority to the ESUs.  All LCCB decisions are subject to oversight and may be overruled by their chartering organization.  The LCCB that approves an ECP is solely responsible for supporting the resulting changes to the systems and for any present and/or future impact to their users or applications.

d.  The Coast Guard's standard microcomputer infrastructure is divided into three categories:

    (1) Category A - SWIII operating system, e-mail and office automation software, Coast Guard Data Network Plus (CGDN+), and the record message system.  The SWIII CCB is the only governing body that can approve ECPs in this category.

    (2) Category B - Mission Essential, Department of Transportation (DOT) sponsored, or other program sponsored CG-wide (enterprise) applications designed for deployment for CG-wide access. The sponsoring program manager and Commandant (G-SIA) will endorse ECPs for all enterprise systems in this category. If the Category B request requires a change to the CG-wide SWIII baseline, then the SWIII CCB must also approve the ECP. The program sponsor must submit the application software to the Information Systems Division (isd) of TISCOM for certification testing prior to deployment.  The certification process takes place subsequent to the approval of the ECP. If Category B applications require the use of SWIII commercial off the shelf products (COTS) that are not part of the standard image, the COTS software must undergo the certification process to determine technical implementation procedures.

Once Category B software is certified for CG-wide use, additional certification by LCCBs will not be required. Development and implementation of DOT-wide systems is accomplished with the input of CG and other modal agencies. The CG sponsor or POC for any DOT-wide system will work within the SWIII CCB process to accommodate the requirements of the DOT system within the CG infrastructure.

(3) Category C - Applications and devices procured and /or developed and supported by local IRM staffs. The LCCB will approve these requests and conduct the necessary testing to ensure capability with the Standard Image. The LCCB that approves a Category C request is solely responsible for supporting the resulting changes to the systems and for any present and/or future impact on their users or applications. As this ultimately becomes a local resource issue, the Commanding Officer should be aware of such decisions. The LCCB must refer any ECP whose life cycle cost exceeds $50K, or which requires a change to the standard image, to the SWIII CCB. Enclosure (1) provides a detailed explanation of SWIII configuration control board processes.

e. An LCCB or its chartering organization shall deny any user request if it determines there is no valid business requirement for it. If the need is valid, LCCB approval will be contingent on the requesting organization's funding any increase in recurring support. If the requestor does not agree to funding, then the LCCB will not implement the request.

f. ECPs will be documented on the worksheet forms designed and maintained by the SWIII CCB/LCCB. These documents provide the requestor an opportunity to state the business case for the proposed change, provide data for establishing the impact on SW infrastructure resources such as main memory, and document the need for funds for recurring maintenance. While LCCBs are not required to use the ECP form for Category C requests of $50K or less, use of this form, or minor variants, is strongly encouraged so that common data will be available for loading into the Knowledge Base maintained by TISCOM. Category C requests that are over $50K in lifecycle costs must be submitted to the SWIII CCB using the ECP form.

g. The CGDN+ is a critical component of the communications infrastructure that supports SWIII and SWIII-compatible systems. *The use of CGDN+ for any application other than those authorized by TISCOM is prohibited.* The sensitivity of the data in an application that is a candidate for deployment must be evaluated. Accreditation may be required in accordance with reference (e).

h. Modifications to the approved/installed configurations of the CGDN+ or the record messaging system (SSAMPS) by any organization other than TISCOM are not authorized. All modifications to the CGDN+ or the record messaging system are subject to approval by Commandant (G-SC).

i. No application(s) that require any type of video, including teleconferencing and streaming, or any type of audio, including voice transmission may be tested or implemented on the CGDN+ without approval from the SWIII CCB due to bandwidth considerations and impact on the CGDN+.

j. If evaluation hardware and/or software are loaded onto testbed systems(s), those testbeds shall not be connected to the CGDN+ without prior approval from TISCOM.

k. All requests for non-standard microcomputer hardware must be evaluated either by a Program Manager for enterprise AIS or by the responsible LCCB for all other user requests. Should the Program Manager or LCCB choose to pursue the request for non-standard equipment, an ECP which includes life cycle costs is required and the package shall be submitted in accordance with reference (f).

l. Category C applications will be removed by the LCCB if they are in conflict with Category A and/or Category B applications.

m. TISCOM is charged with maintenance and support of the standard image for SWIII workstations and internal server architecture. TISCOM may develop and deploy routines to accommodate vendor service releases and updates, bug fixes, performance tuning, modifications required by CG instruction, law or other government regulation, modifications required as a result of other CCB actions as well as updates, patches, and modifications to system utilities, approved accessories and user tools without the requirement to submit an ECP.

7. <u>PROCESSES</u>.

a. All requests for changes to the SWIII Baseline will first be reviewed by the responsible LCCB. If the change is to be implemented only on a local basis (Category C), the LCCB will evaluate the request presented in an LCCB defined format. TheLCCB may approve the request if it is found to be technically feasible, supportable, meets a local business need and funding is identified. The LCCB shall notify TISCOM Information Systems Directorate (TISCOMisd) of the local change. TISCOMisd will maintain a SWIII CM Knowledge Base containing information on LCCB approved local changes. This information will be accessible to all SWIII support organizations. The database and the process of data submission are under development.

b. If the change request covers a MEA or a CG-wide enterprise application and the change impacts the CG-wide SWIII baseline (Category B), the sponsor shall develop a SWIII ECP and Standard Lifecycle Cost Sheet (SLCS), enclosures (2) and (3), and submit them to the SWIII CCB Chairman. The SWIII CCB shall evaluate it as outlined in paragraph 6.b. above. If approved, TISCOM shall work with the sponsor to ensure that Certification Testing is completed and the CM Knowledge Base is updated. For CG-wide enterprise applications developed through the A109 Major Acquisition Process, and thus approved at

the flag level, Commandant (G-SCC) will work with Commandant (G-A-2) prior to development of a Deployment Plan to ensure that the intent of the ECP process, which is to determine the extent of SWIII baseline changes, is accomplished. The applicable information may be extracted from the Deployment Plan to submit an ECP for SWIII CCB review. The program sponsor shall submit the actual software product for certification so that any changes to the standard image can be made, and standard loading instructions can be developed.

    c. If the change request is for modification or enhancement to the CG-wide standard architecture/image for SWIII or the CGDN+ (Category A), the requestor shall submit an ECP/SLC to the LCCB for preliminary evaluation. If the LCCB endorses the need, they will send the ECP and Standard Lifecycle Cost worksheet forward to the SWIII CCB for evaluation as outlined in paragraph 6.b above. If approved, TISCOM shall implement the change subject to the availability of funds.

8. <u>RESPONSIBILITIES</u>. There must be a strong partnership between the MLCs, Headquarters/units and Commandant (G-S) to ensure that standards are enforced in a way that protects IT investments by the major programs and at the same time provide a degree of flexibility to meet local computing requirements. Commandant (G-SIA) shall recommend approval to develop and deploy Automated Information Systems (AIS) contingent on the application being certified for deployment by TISCOM and the requesting program's agreement to comply with this Instruction.

9. <u>CONCLUSION</u>. While SWIII enhances personal productivity, all personnel are reminded that it is a corporate resource, not their personal property. The support organizations designated in this Instruction are charged with managing the Coast Guard's investment in information technology and ensuring that the technology provided to the users is reliable and secure in meeting the corporate mission requirements.

10. <u>FORMS/REPORTS</u>. Two forms are required for submission of requests for changes to the SWIII baseline. CG Form 5654 (3/99) with Reports Control Number 5200-1, is the ECP Worksheet, and is attached as Enclosure (2). CG Form 5655 (3/99), Reports Control Number 5200-2, the System Lifecycle Cost (SLC) Worksheet, is attached as Enclosure (3). This Instruction with enclosures can be located on the G-SCC web page, listed under SWIII Configuration Management. In the future, these forms will be converted to JetForm Filler and will be distributed with all other CG forms.

Encl:  (1) SWIII Configuration Control Board Processes
       (2) SWIII Engineering Change Proposal (ECP) Worksheet Form
       (3) SWIII System Lifecycle Cost (SLC) Worksheet Form

SWIII CONFIGURATION MANAGEMENT PROCEDURES

LOCAL CONFIGURATION CONTROL BOARDS

End users at any level may generate a request for modifications to their SWIII systems and submit them to their LCCB. LCCBs evaluate these requests, develop Engineering Change Proposals (ECP) for Category A and B requests as well as Category C requests that equal or exceed $50,000 in lifecycle costs, identify support requirements, and may approve Category C changes (less than $50,000) to the Standard Microcomputer Infrastructure. MLCs may delegate LCCB authority in writing to their ESUs. ESUs may not act as LCCBs unless authorized in writing by the MLC. A Headquarters program manager whose enterprise-wide application or Mission Essential Application (MEA) has already been approved by Commandant (G-SIA) may submit an ECP for a change to that system directly to the SWIII. All other ECPs for Category A, B or qualifying C changes must be submitted under signature of a LCCB.

Each LCCB shall determine the level of user involvement in the ECP and SLC development process in accordance with their charter and local instructions. LCCB chair determines LCCB membership. Permanent or ad hoc membership by end users is authorized. LCCBs must publish their requirements and guidelines for evaluating user requests making them available to all LCCB members and users. For Category A and B requests, the LCCB shall submit an ECP and a completed SLC worksheet under a cover letter signed by the LCCB chair to the SWIII CCB. All LCCB approvals of Category C requests must be in writing, include a completed SLC worksheet, and be signed by the LCCB chair. These files shall be maintained by the LCCB and made available to their chartering organization upon request. The charter governing each LCCB must include the following text:

- MEAs and enterprise applications are tested and certified only to the SWIII standard baseline maintained by TISCOM. Locally approved modifications to the SWIII standard baseline shall not be considered in the official certification process for these applications.

- MEAs and enterprise applications take precedence over any local requirement. In the event that a locally approved modification to the SWIII standard baseline conflicts with or in any way impacts the operation, support, or timetable for deployment of an MEA or enterprise application, the LCCB shall return the affected SWIII systems to the standard SWIII baseline.

- Category A changes to the SWIII standard baseline require SWIII CCB approval. Category B changes to the SWIII standard baseline require Program sponsor approval and SWIII CCB approval as well as SWIII Application Certification Team (ACT) certification.

- The LCCB may authorize and implement Category C changes within its AOR provided there is no removal or replacement of functionality within the SWIII standard baseline.

- The LCCB may elect to enhance the SWIII standard baseline to meet validated CG business requirements. Enhancements are in addition to, rather than in lieu of, functionality provided by the SWIII standard baseline and must be IAW all applicable Commandant Instructions. All LCCB approved changes to the SWIII standard baseline must be recorded in the SWIII Knowledge Base.

- The LCCB approving a Category C change or enhancement to the SWIII standard baseline assumes total responsibility for any cost, support obligation, security risk, performance degradation, and any other impact to the SWIII systems which result from the change.

- LCCBs may not approve or implement any system changes or enhancements that would impact units outside their AOR. ECPs that affect units outside those indicated in the LCCB's charter may only be approved by the SWIII CCB. ECPs that affect multiple units where support would be provided by more than one LCCB must be sent to the SWIII CCB via the responsible Headquarters Program Manager.

PROCEDURES FOR REQUESTING CHANGES

CATEGORY A AND B USER REQUESTS:   Any change to Category A or B of the standard microcomputer infrastructure requires an ECP.  The responsible LCCB will develop the ECP and SLC, and submit to the appropriate Headquarters organization.  If authorized by their charter, LCCBs may elect to implement enhancements to Category A components of the Standard Microcomputer Infrastructure thus creating a local image.  The LCCB approving these enhancements assumes total responsibility for support and maintenance of the modified systems. ALL ECPs pertaining to Category A go the SWIII CCB.  If the SWIII CCB determines the request is feasible, the Configuration Evaluation Team (CET) will conduct a technical evaluation.  Based on that evaluation, and Commandant (G-SCC) concurrence with the SLC calculation, the SWIII CCB will render a decision.  If approved, and funding is available from the central IRM fund for Category A ECPs, or from the program sponsor for Category B ECPs, the request will be implemented.  If funding is not available, the approved ECP will go into the backlog list for future funding. If denied, the originator will receive a written decision.  In both cases, the SWIII CCB will provide TISCOM with information to update the Knowledge Base.  Appeals to adverse SWIII CCB decisions must be submitted under Flag signature to Commandant (G-SI).

**Category A Process**
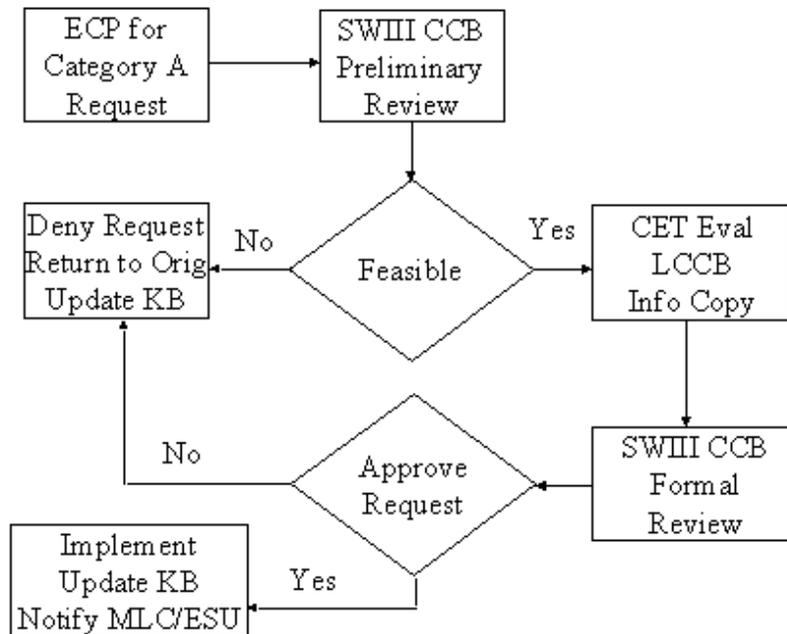


ECPs pertaining to Category B go to the responsible program manager that acts as sponsor for the initiative.  If the sponsor determines that the ECP is feasible it may work directly with the originator in further developing the initiative.  Development and/or modification of these systems are subject to all Commandant (G-SI) Instructions that pertain to AIS.  Oversight and approval by the Commandant (G-SIA) or the Information Technology Management Board (ITMB) may be required.  The sponsor will be required to identify or commit funds for development, implementation, and maintenance of the initiative.  If the sponsor determines that the initiative is not feasible, it may deny the ECP and will

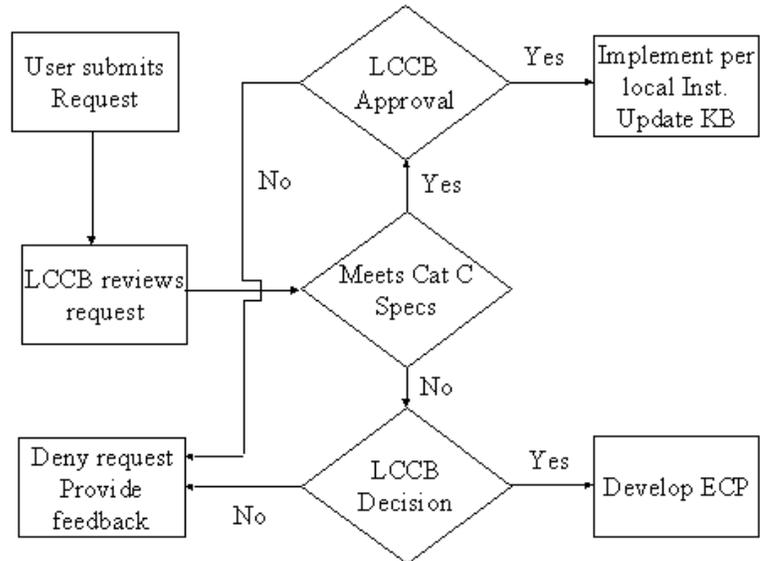return it to the originator with an explanation.  In either case, the sponsor must update the Knowledge

Base.  Sponsor-approved ECPs will be sent to the SWIII Application Certification Team (ACT) for testing and certification.  When an application is certified, the ACT will provide the sponsor with a letter of certification and update the Knowledge Base.

Category B Process
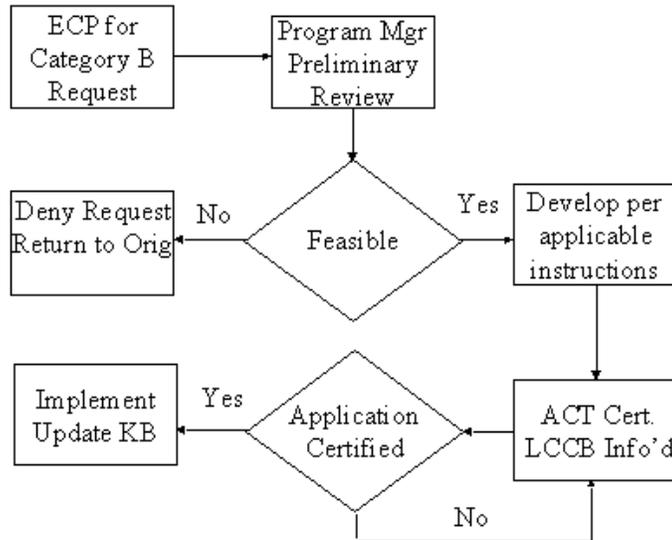


CATEGORY C USER REQUESTS:   A SWIII user submits a request in accordance with MLC and/or LCCB instructions.  The LCCB is chaired by the Commanding Officer of the responsible Electronics Support Unit (ESU), the Commanding Officer of a standalone Headquarters unit if that unit is migrated as a single Windows NT domain, or the Commanding Officer, HSC for Headquarters.  LCCBs may have representatives from the primary operational and administrative units within an NT domain. Exact composition and scheduling of a LCCB will be provided by separate instructions issued by the MLCs, standalone Headquarters units, or HSC.  If a requested change requires no modification to Category A or B of the standard computing infrastructure **and is less than $50,000 in lifecycle costs**, the LCCB may elect to approve and implement in accordance with their local procedures.  The LCCB will provide TISCOM with information to update the Knowledge Base prior to implementing the LCCB approved change.  **If the request for a local change is estimated to be $50,000 or greater as documented in the SLC, then the ECP and SLC must be submitted to the SWIII CCB for approval.  The organization sponsoring the ECP for Category C changes is responsible for the support costs for those changes which do not become part of the standard image and /or are application specific, such as the purchasing of licenses for the approved local use of COTS software.   Identifying the support resources will be part of the ECP approval process.**

**Category C Process**



User submits Request → LCCB reviews request → Meets Cat C Specs → (Yes) LCCB Approval → (Yes) Implement per local Inst. Update KB; (No) LCCB Decision → (Yes) Develop ECP; (No) Deny request Provide feedback

SYSTEM LIFECYCLE COST (SLC)

ECPs are evaluated by determining if any changes to the standard baseline are required, total SLC, and the impact to the responsible support organization(s). SLC is the sum of all development, procurement, deployment, maintenance/support, system manager support, network, end-user support, and training costs for the installed life of the system. If no de-installation date is specified in the project plan or ECP, a minimum period of five operational years will be used to calculate the SLC. All funds regardless of type or origin that are used for any aspect of a system must be included in the SLC calculation. SWIII CCB approval is required for ECPs with a calculated system lifecycle cost greater than $50,000. Enclosure (3) is the approved worksheet for calculating SLC.

| SWIII Engineering Change Proposal | |
|---|---|
| Date Submitted: ___/___/____ | |
| **Requester Point of Contact:** | |
| Office: | Name: |
| Title: | Phone: |

1. **HW/SW Request Description.**

    a.      Provide the name of the HW/SW and provide an acronym if applicable.

    b.      Describe the business function that the system fulfills.

    c.      How many licenses are proposed for purchase (if applicable).  Please provide a HW/SW vendor name, phone number, web site, and copies of any related literature.

    d.      Indicate the Office responsible for funding HW/SW updates and/or special equipment repairs (if applicable).  Will this funding be recurring?

2. **System Lifecycle Cost.**

    a.      Complete and attach SLC worksheet.

3. **Business Objective.**

    a.      Describe the problem to be solved.

    b.      Link this problem to a business requirement.

4. **Concept of Operation.**

    a.      Describe how the HW/SW will be used to support the business requirement identified above.

5. **Cost/Benefit Analysis.**

    a.      State the SLC (from the SLC worksheet) and summarize the benefits.

    b.      Quantify the expected improvements.

    c.      Specify how the performance of the system (item) will be measured.

6.      **System Resource Requirements.**

   a.      Describe the minimum hardware/software requirement (e.g., RAM, processing speed, data storage).

   b.      Describe the HW/SW communications requirements (e.g., modem, dedicated line, network protocol, LAN/WAN access).  Is the HW/SW going to be utilized by multiple users via the LAN? If so, describe this requirement.

   c.      If a peripheral device, does the HW attach to a workstation, the network, or is to be used in a standalone mode (if applicable).

   d.      Describe the impact on existing systems if applicable (e.g., interoperability w/ SW III).

   e.      Describe any impacts or changes to the existing SWIII infrastructure, maintenance requirements or documentation.

   f.      Has the system been certified as Year 2000 (Y2K) compliant (if applicable).

   g.      Identify a technical point of contact (if applicable). Include Name, telephone, and E-mail.

7.      **Data Security.**

   a.      Describe how data privacy, security, and integrity will be handled (if applicable).

   b.      Do the Standard Microcomputer Infrastructure and CGDN+ provide the required security?  If not, indicate when accreditation IAW COMDTINST M5500.13A is expected.

8.      **Organizational Impact.**

   a.      Describe/identify who will be utilizing the HW/SW.  For example, an individual or group of people at a single unit, at multiple units within the LCCB's AOR, users at a specific unit type (e.g. Air Stations), or Coast Guard Wide.

   b.      Describe the deployment plan.

9.      **Impact on User.**

   a.      Describe user-training requirements associated with this request (if applicable).

   b.      Describe funding source and coordination for required initial training (if applicable).

   c.      Describe funding source and coordination for required follow-on training due to upgrades, etc. (if applicable).

   d.      Address user workload changes if not explained in #8 above.

10. **Support.**

    a.    Describe the support mechanism that will be used when problems arise.

    b.    Describe the support mechanism for system upgrades/updates. For example, does the HW/SW request require frequent updates such as monthly CD-ROM replacements and/or data updates? If so, describe the frequency of the updates.

    c.    If the request utilizes a database, identify the designated database administrator.

    d.    Identify long-term support funding (if applicable).

11. **Alternatives.**

    a.    Briefly explain alternatives considered and reasons rejected.

    b.    If a non-standard information technology solution is requested, describe why the Coast Guard standard is unacceptable.

12. **Action/Recommendations:**

| Board | Approved/Disapproved/Forwarded | Date | Signature |
|---|---|---|---|
| LCCB | | | |
| SWIII CCB | | | |

**Comments:**

# SWIII Change Proposal Life Cycle Cost Worksheet

## 1. General Information:

| Proposed System Name: | |
|---|---|
| Point of Contact Name & Title: | |
| Unit/Office: | |
| Phone Number: | |
| Date Submitted: | |

## 2. Purpose:
This worksheet is used to calculate the expected system life cycle cost (SLC) of a proposed change or addition to SWIII hardware or software. SLC is the sum of all development, procurement, installation, system and network management and maintenance, end user and support training, for the installed life of the system. If no de-installation date can be specified, a period of five operational years will be used to calculate the minimum SLC. All funds regardless of type and origin used for any aspect of a system must be included in the SLC calculation. Local Configuration Control Boards can approve proposed changes if the SLC is less than $50,000; COMDT(G-SC) SWIII CCB approval is required for proposed changes with a calculated system life cycle cost of over $50,000.

This worksheet must be completed for any proposed change to SWIII hardware, software, or network architecture. Not all sections of this form may apply to your change proposal; please consult with your local IRM support staff when completing this worksheet or if you have any additional questions.

## 3. Resource Requirements:
Please indicate appropriate hardware, software, and network resource requirements for the proposed system change.

| Resource | Proposed Change Requirements |
|---|---|
| **Unit/Office Distribution**: At how many units/offices will this system be installed? | _____ units/offices. |
| **Licenses**: How many client, server, or user licenses are required? | _____ user licenses required. <br> _____ client licenses required. <br> _____ server licenses required. |
| **Workstation/Server Computer**: Will the proposed change operate on the current standard configuration for SWIII? If no, please explain. | |
| **RAM**: How much memory does the software require for operation? | _____ MB on server <br> _____ MB on workstation |
| **Disk Storage Space**: How much hard disk storage space does the software require? Include storage space for the application files and any subsequent user files. | _____ MB on server <br> _____ MB on workstation |
| **Peripherals**: Do you need any special external hardware devices (i.e. modems, monitors, scanners, removable drives, smart cards readers, etc.). If yes, please explain. | |
| **Wide Area Network (CGDN+) Connectivity**: Does the system require CGDN+ connectivity beyond the Local Area Network? If yes, please indicate the type of connectivity and bandwidth required. | Yes/No: Real-time access (client/server or inter/intranet). <br> Yes/No: Store & Forward access (e-mail based or scheduled transaction). <br> Requested bandwidth: _____ KBps |

**4. Funding Source**: Please indicate the source and type of all funding associated with this system change request.

| Fund Source | Type | Recurring? | Amount |
|---|---|---|---|
| | | Yes/No | $_____ |
| | | Yes/No | $_____ |
| | | Yes/No | $_____ |
| | | Yes/No | $_____ |

**5. System Life**: Indicate the operational life of the proposed system; use 5 years if you are not sure. If the system life is less than 5 years, the system must be removed at the end of the period.

Proposed System Life = _____ years.

**6. Non-Recurring Life Cycle Cost Calculations**: Please indicate appropriate costs associated with the development, installation, support, and training for the proposed system change. Use $250/person-per-day for all work performed by CG personnel.

| Non-Recurring Cost Calculations: | | $ Amount |
|---|---|---|
| **Development Cost**: If the proposed system is to be developed internally, indicate the non-recurring cost of developing the proposed system. Include the cost of hardware/software tools required and all labor costs. | $_____<br><br>Contract? Yes/No<br>Vendor/contractor: _____<br><br>Use CG personnel? Yes/No<br>_____ people for _____ days. | $_____ |
| **Procurement Cost**: This is the procurement cost for all unit(s)/offices(s), including resources indicated in the Resource Requirement section. If the proposed system is either a Commercial-Off-The-Shelf (COTS) system, or is being developed by a vendor or contractor, show the total non-recurring price for the product or contract deliverable(s). Indicate proposed vendor or contractor, if known. | $_____<br><br>Contract? Yes/No<br>Vendor/contractor: _____<br><br>Use CG personnel? Yes/No<br>_____ people for _____ days. | $_____ |
| **Deployment/Installation Cost**: This includes all non-recurring costs required to have the system delivered and installed at target unit(s)/office(s). If installation will be performed by CG personnel, indicate time required | $_____<br><br>Contract? Yes/No<br>Vendor/contractor: _____<br><br>Use CG personnel? Yes/No<br>_____ people for _____ days. | $_____ |
| **Total Non-Recurring Cost** | | $_____ |

**7. Recurring Life Cycle Cost Calculations**: Please indicate appropriate costs associated with the development, installation, support, and training for the proposed system change. Dollar amounts provided in this section are _annual_ costs; these annual recurring costs will be multiplied by system life to determine total recurring cost for SLC calculations. Use $250/day for all work performed by CG personnel.

| Recurring Cost Calculations: | | $ Amount |
|---|---|---|
| **Maintenance Cost**: This includes everything associated with hardware/software support: casualty repair, sparing, diagnostic tools, documentation, version updates, patches, etc. If there is a maintenance contract, indicate the vendor if known. Regardless of how the system will be maintained, there is a minimum maintenance cost of 5 days per year. This will cover work performed by IRM support staffs to make sure the proposed change works with updated versions of standard SWIII hardware, software, and operating systems. | $_____ <br><br> Contract? <u>Yes/No</u> <br> Vendor/contractor: _____ <br><br> Use CG personnel? <u>Yes/No</u> <br> _____ people for _____ days. <br><br> **Note**: (CG support <u>required</u> a minimum 5 days per year.) | $_____ |
| **End User Support Cost**: This includes everything associated with providing assistance to the end user: help-desks, reference cards or documentation. | $_____ <br><br> Contract? <u>Yes/No</u> <br> Vendor/contractor: _____ <br><br> Use CG personnel? <u>Yes/No</u> <br> _____ people for _____ days. | $_____ |
| **Training Cost**: This includes all training costs for users, operators, and support personnel. Because personnel rotate on a regular basis, training is a recurring cost. | $_____ <br><br> Contract? <u>Yes/No</u> <br> Vendor/contractor: _____ <br><br> Use CG personnel? <u>Yes/No</u> <br> _____ people for _____ days. | $_____ |
| **Network Cost**: This includes the cost of CGDN+ network services for the proposed system. Real time access is used for client/server or Inter/Intranet services; store & Forward access is used for e-mail based or scheduled transaction services. | Real-time access: <br> $400 x _____ units. <br><br> Store & Forward access <br> $100 x _____ units. | $_____ |
| **Annual Recurring Cost** | | $_____ |

## 8. Final Calculations:

| | |
|---|---|
| Annual Recurring Cost | $_____ |
| x System Life (in years) | x _____ years |
| = Total Recurring Cost | $_____ |

| | |
|---|---|
| Total Non-Recurring Cost | $_____ |
| + Total Recurring Cost | + $_____ |
| = Total Cost of Change Proposal | $_____ |

## 9. Action/Recommendations:

| Board | Approved/Disapproved/Forwarded | Date | Signature |
|---|---|---|---|
| LCCB | | | |
| SWIII CCB | | | |

**Comments:**