DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5230.11
Ser 00I/046
13 Sep 00

NAVSEA INSTRUCTION 5230.11

From: Commander, Naval Sea Systems Command

Subj: INFORMATION MANAGEMENT (IM) AUTHORITY

Ref: (a) SECNAVINST 5000.2B
(b) NAVSEA memo Ser 00I/006 of 10 Mar 99
(c) NAVSEAINST 5230.10

Encl: (1) Information Management (IM) Structure
(2) Definitions

1. **Purpose**. This instruction establishes the Naval Sea Systems Command (NAVSEA) policy for Information Management (IM) authority in accordance with references (a) and (b). Specifically this instruction defines the authority of the NAVSEA Command Chief Information Officer (CIO) and the Command CIO relationship with the NAVSEA corporation with respect to planning, approving, managing, acquiring, and overseeing IM related resources. This instruction incorporates the authority delegated by reference (b).

2. **Scope**. This instruction applies to the NAVSEA corporation, which is defined as NAVSEA Headquarters, affiliated Program Executive Officers (PEO), and all NAVSEA field activities.

This instruction does not apply to the authority of the Naval Nuclear Propulsion Directorate (SEA 08) and weapons system acquisition programs that include Information Technology (IT) and are managed under SECNAVINST 5000.2B.

3. **Roles and Responsibilities**.

a. **NAVSEA Command CIO**. A member of the Senior Executive Service who reports directly to and is accountable to COMNAVSEA for IM related matters. The CIO is responsible for articulating information needs of the Command in a national context. The CIO is also responsible for overall management of information resources and all Command IM initiatives, including but not limited to enterprise architecture, IT capital planning, policy,

information assurance, and the IT Budget for the NAVSEA corporation. The CIO is designated Milestone Decision Authority (MDA) for Command IT acquisitions. In addition, the CIO is the Designated Approving Authority (DAA) for all information systems within the NAVSEA HQ campus. The CIO will exercise these responsibilities through the office of the CIO (SEA 00I), the Business Transformation Executive Committee (BTET), the IM Standing Committee, the Information Management Forum (IMF), the Business Information Executives (BIEs), and the Business Information Managers (BIMs). The CIO authority and responsibilities are delineated below:

(1) The CIO has authority to approve acquisition of new IM investments within the delegated Milestone Decision Authority (MDA) thresholds in accordance with reference (b);
(2) The CIO has line authority, on an additional duty basis, over BIEs for the purpose of exercising IM decisions;
(3) The CIO is responsible for assessing and prioritizing IM initiatives to best support the goals and objectives of the NAVSEA corporation;
(4) The CIO is responsible for the overall Information Assurance policy of the Command;
(5) The CIO is responsible to support and enable implementation of approved IM initiatives;
(6) The CIO shall provide IM planning guidance and ensure that IM is an integral part of the NAVSEA strategic and business planning processes;
(7) The CIO, in conjunction with assigned IM project managers, shall structure acquisitions to ensure a logical progression through a series of phases to reduce risk, ensure affordability, and provide adequate information for decision-making;
(8) The CIO shall annually approve all business unit IT Capital Plans and conduct reviews during the life of an IM project;
(9) The CIO shall chair the IM Standing Committee.
(10) The CIO shall chair the IMF, a permanent working group of the IM Standing Committee; and
(11) The CIO shall review and approve all NAVSEA corporate IT Budget submittals.

b. **Business Information Executive (BIE)**. This instruction establishes the requirement for a BIE within each major business unit and affiliated PEO to support integration of IM management with the business unit and corporate business processes and to

provide oversight for implementation of IM related matters. BIEs are senior individuals located at major business units and are assigned within each affiliated PEO and major business unit as represented by the IM structure in enclosure (1). BIEs are appointed by the PEO, Deputy Commander, or Warfare Center Commander with the concurrence of the CIO. Business units may share BIEs or develop other innovative approaches to filling the function. The BIE will report directly to the PEO, Deputy Commander, or Warfare Center Commander and will be a member of the senior leadership steering group or decision-making body of that major business unit. The BIE is accountable to the CIO for IM related matters. The role of the BIE supercedes the role of the Activity Group CIO established by reference (c). Responsibilities defined for the Activity Group CIO are hereby incorporated into the responsibilities of the BIE. BIE responsibilities related to IM are delineated below:

(1) The BIE shall represent the business unit's business requirements, concerns and issues to the CIO and integrate those needs with the NAVSEA corporate IM strategy;
(2) The BIE is empowered to make IM commitments for the business unit;
(3) The BIE shall coordinate and integrate the IM related portion of the business unit's business plans in preparation and execution of annual NAVSEA strategic and business planning processes;
(4) The BIE shall ensure adherence to the IM guidance, policy, architecture, and overarching corporate vision for IM as set forth by the CIO;
(5) BIEs shall have line authority, on an additional duty basis, over the BIMs of subordinate business units;
(6) BIEs shall be voting members of the IMF;
(7) BIEs shall submit a consolidated business unit IT Capital Plan for CIO approval on an annual basis;
(8) The BIE shall obtain NAVSEA Command CIO approval for all modifications to fiscal year IT Capital Plans; and
(9) The BIE shall coordinate within the business unit to ensure that the IT Capital Plan is approved in a timely manner and meets the needs of the customer.

c. **Business Information Manager (BIM)**. This instruction establishes the requirement for a BIM at designated field activities or subordinate business units to support the BIE for integration of IM management within a business unit and corporate business processes and to provide oversight for

implementation of IM related matters. BIMs are responsible for representing the field activity or subordinate business unit's IM strategy, requirements, concerns and issues to the BIE. The PEO, Directorate, or Warfare Center line organization will determine the appropriate number of BIMs for field activities or subordinate business units. BIMs are appointed by the field activity commander with concurrence of the business unit BIE and the CIO. The BIM will report directly to the field activity commander and will be a member of the senior leadership steering group or decision-making body of the field activity or subordinate business unit. The BIM is accountable for IM related matters to the CIO through the business unit BIE. BIM responsibilities related to IM are delineated below:

(1) The BIMs shall represent the field activity or subordinate business unit's business requirements, concerns and issues to the BIEs and integrate those needs with the NAVSEA corporate IM strategy;
(2) The BIMs shall be empowered to make IM commitments for the field activities or subordinate business units;
(3) The BIM shall develop the IM related portion of the business units' business plan in coordination with the BIE;
(4) The BIM shall ensure the business unit's adherence to the IM guidance, policy, architecture, and overarching corporate vision for IM as set forth by the CIO;
(5) The BIM shall submit an annual IT Capital Plan for consolidation with the major business unit IT Capital Plan;
(6) The BIM shall obtain NAVSEA Command CIO approval, via the BIE, for all modifications to the fiscal year IT Capital Plan; and
(7) The BIM shall coordinate with field activity or subordinate business unit program managers to ensure that the IT Capital Plan is approved in a timely manner and meets the needs of the customer.

4. Reporting Relationships.

a. **CIO.** The NAVSEA Command CIO reports directly to COMNAVSEA. The NAVSEA Command CIO will delegate to the BIE via a letter of authority the responsibility to integrate, coordinate and oversee the business units IM programs, capital investments, IT expenditures, and other IM policies as

applicable. The CIO concurs in the appointment of the BIE and provides input to BIE's annual performance evaluations based on performance with regard to IM roles and responsibilities as outlined in this instruction.

b. **BIE.** The BIE reports directly to the PEO, Deputy Commander, or Warfare Center Commander and is accountable to the PEO, Deputy Commander, or Warfare Center Commander for integration of IM and business transformation activities. BIEs are accountable to the CIO for all IM related matters, issues and concerns regarding the business unit. BIEs may delegate to BIMs the responsibility to integrate, coordinate and oversee execution of IM initiatives throughout subordinate business units. The BIEs provide input to the BIMs annual performance evaluations based on performance of IM roles and responsibilities as outlined in this instruction.

c. **BIM**. The BIM reports directly to the field activity commander and is accountable to the field activity commander for integration of IM and business transformation activities. BIMs are accountable to the CIO through the BIEs for all IM related matters, issues and concerns regarding the organization. The CIO and BIEs shall concur in the appointment of BIMs and provide input to the BIMs annual performance evaluations based on performance of IM roles and responsibilities as outlined in this instruction.

5. Policy.

a. There will be only one Chief Information Officer and that shall be the NAVSEA Command CIO;

b. BIEs will be established within each major business unit. BIEs will report directly to the PEO, Deputy Commander, or Warfare Center Commander and are accountable to the CIO for the management and oversight of IM resources as well as engaging in business transformation efforts at the business unit level; and

c. BIMs will be established within designated business units within the Command. BIMs will report directly to field activity commanders and are accountable to the CIO, through the BIEs, for the management and oversight of IM resources as well as engaging in business transformation efforts at the field activity or subordinate business unit level.

d. NAVSEA Directorates and affiliated PEOs will align with corporate strategic business plans and IM guidance and policy.

G. P. NANOS, JR.

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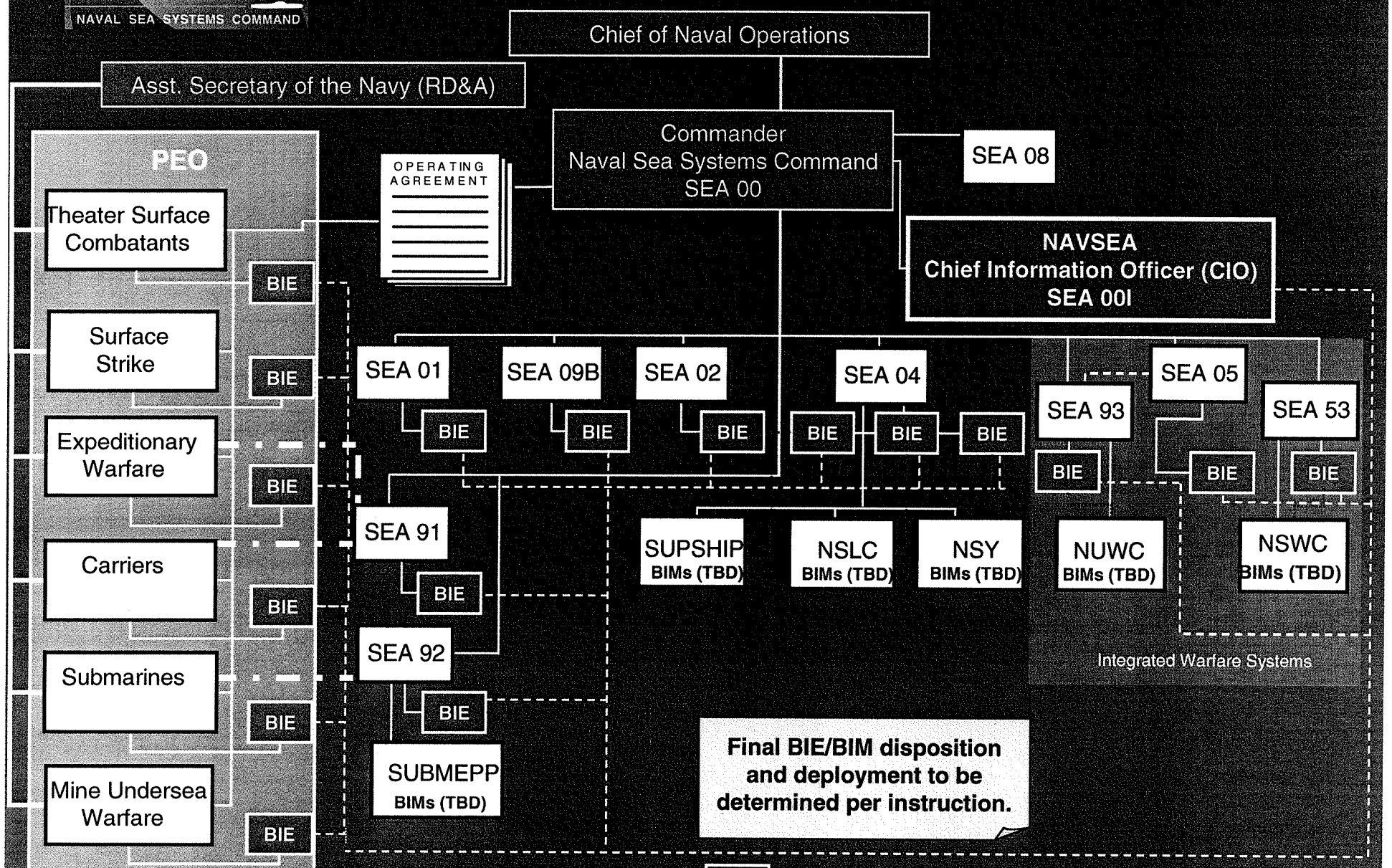
Information Management (IM) Structure



Enclosure (1)

DEFINITIONS

Business Information Executives (BIEs) - BIEs are senior individuals located at major business units responsible for supporting integration of IM management with the business unit and corporate business processes; providing oversight for implementation of IM related matters; and representing the major business unit IM strategy, requirements, concerns and issues to the CIO. BIEs report directly to the PEO, Deputy Commander, or Warfare Center Commander and will be a member of the senior leadership steering group or decision-making body of the major business unit. The BIE is accountable to the CIO for IM related matters.

Business Information Managers (BIMs) - BIMs are responsible for supporting integration of IM management with the business unit and corporate business processes; providing oversight for implementation of IM related matters; and representing the field activity or subordinate business unit's IM strategy, requirements, concerns and issues to the BIE. BIMs report directly to the field activity commander of the subordinate business unit but are accountable to the CIO, through the BIE, for IM related matters.

Information Management (IM) - The term "information management" encompasses all efforts necessary to manage information resources, to include people, processes, systems and technology, to accomplish the NAVSEA corporate mission.

Information Management Forum (IMF) - A permanent working group chartered by the BTET and Chaired by the NAVSEA CIO. The IMF is a key supporter and enabler of NAVSEA's business transformation and a major element of the IT governance process. The IMF will shepherd information and technology resources from a corporate perspective and coordinate with other BTET standing committees, fulfilling the strategic vision of the Business Transformation Executive Team (BTET) and ensuring that information management and information technology investments are aligned with the NAVSEA corporation's vision, business plan and objectives.

Information Management Standing Committee (IM SC) - One of three Standing Committees of the BTET and is Chaired by the NAVSEA CIO.

IT Capital Plan - Provides the integrated and prioritized IM projects and plans for the NAVSEA corporation. The IT Capital Plan will replace the infrastructure plans.

Major Business Units - Major business units are those organizational units within the NAVSEA corporation which are responsible and accountable for executing major functional activities that support the NAVSEA mission. Major business units, as defined in this instruction, were determined at the Information Management Forum (IMF) and agreed to by the Command CIO and IMF members.

Milestone Decision Authority (MDA) - The individual designated in accordance with criteria established by the Under Secretary of Defense (Acquisition and Technology) (USD (A&T)) or by the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD (C4I)) for Automated Information System (AIS) acquisition programs, to approve entry of an acquisition program into the next phase (DoD 5000.2-R). PEOs, SYSCOM Commanders, or DRPMs may redelegate MDA for ACAT IV programs to an appropriate flag or Senior Executive Service level, or to the Program Manager.

Subordinate Business Units - Subordinate business units are those organizational units within the NAVSEA corporation that have the responsibility of supporting major business units in the execution of major functional activities. Subordinate business units as defined in this instruction were determined at the Information Management Forum (IMF) and agreed to by the CIO and IMF members.