



**OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000**

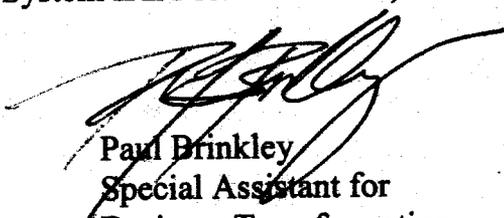
**ACQUISITION,
TECHNOLOGY
AND LOGISTICS**

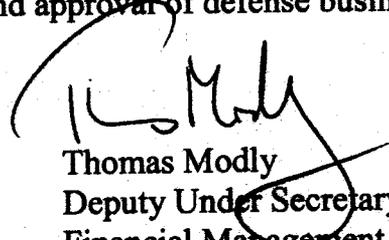
**MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

**SUBJECT: Release of the DoD Business Systems Investment Review Proposal
Submission Guideline for the Investment Review Process**

In order to ensure effective governance of investments in defense business systems and consistent with 10 U.S.C. § 2222(g), I am releasing the DoD Business Systems Investment Review Proposal Submission Guideline as supplemental guidance to the June 2, 2005 Concept of Operations (ConOps) for Investment Review Boards representing each of the five Core Business Mission Areas. This supplemental guidance provides a single, consistent process for Component engagement with the Office of the Secretary of Defense for the Investment Review Process.

The Guidance will be used by the Components and their Pre-Certification Authority(s) (PCA) to prepare Defense Business System submissions to the four Defense Business System IRBs for the review, certification, and approval of defense business systems.


Paul Brinkley
Special Assistant for
Business Transformation


Thomas Modly
Deputy Under Secretary of Defense,
Financial Management



Attachment:
As stated

Attachment A: IRB Guidance for Completing the Appendix E Certification Template. This provides guidance for completing the electronic Appendix E Template required for Tiers 1, 2 Defense Business Systems Review and Certification.

Attachment B: Core Business Mission Area BEA Compliance. This provides the Business Enterprise Priorities (BEP) goals, objectives, outcomes and metrics to help focus the Department's desired business transformation.

Attachment C: Defense Business Systems Investment Dashboard. This one page template provides a high-level summary of the PCA certification for Tier 1,2, and 3 Defense Business Systems.

Attachment D: Defense Business Systems Investment Summary. This template will be filled out by the Component PCA as their Component Investment Review Summary Report to the IRB. This submission is required for all Tier 3 Defense Business Systems reviewed by the PCA. IRBs will also utilize this template to submit all Defense Business System Investments reviewed by the IRB to the Defense Business Systems Management Committee (DBSMC) for review and approval.

Attachment E: Business Management Modernization Program (BMMP) Investment Review Board Portal User Manual for Components. This document provides instructions on how to gain access, navigate, and submit Defense Business Systems' documentation to the IRB Portal.