



DAMIR

<https://ebiz.acq.osd.mil/damir>

MAIS Annual Report (MAR) User's Guide

Developed for OUSD (AT&L)

by

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Overview

INTRODUCTION

Major Automated Information Systems (MAIS) are required to provide an annual report to Congress which presents a current estimate of program status. This report, the MAIS Annual Report (MAR), provides information about program Schedule, Performance, and Cost, as well as other information that is relevant to congressional oversight. The Defense Acquisition Management Information Retrieval (DAMIR) System provides the capability to both enter this information and access various views of it.

SECURITY

Until the MAR is released to Congress, it is essential to protect the information from the time it is entered, through its review cycle, until it is deemed correct and complete. To support this protection, user access is controlled by a number of security features – both within the DAMIR product and through the web hosting environment. DAMIR is hosted by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)). Because the OUSD (AT&L) network is access controlled, an account with the network and identification certification is required. Identification certification is provided through either a Common Access Card (CAC) or an appropriate External Certification Authority (ECA) certificate and password combination. The DAMIR website is also protected through the use of the secure hypertext transfer protocol (HTTPS), which encrypts the data transferred in both directions. Finally, the data housed in the DAMIR database is identified by program and data type. Users are assigned specific privileges related to the programs they are permitted to view and the type of information they may access.

It is important to note that part of the AT&L network security protocol is to monitor accounts for activity. When an account is dormant for more than 90 days, the account is deactivated. That means that if you do not use DAMIR at least once every 90 days, you may find that you are unable to access the product when you need to. To reactivate your account, contact the DAMIR Hotline (damir@osd.mil).

USERS

The privileges assigned to a user's DAMIR account determine not only the data that is presented, but the features that allow access to that data. With respect to the MAR information and tools, access depends on whether the data has been released for the user to view and whether the user is able to create, edit, or move the data through the release process. There are generally four roles in accessing MAR information:

Viewers – These users have access to MAR information after the information has been reviewed and released to Congress. This is the default role for all DAMIR users. The MAR is only accessible in the Purview Program View once it has been finalized.

Reviewers – These users have access to MAR information at identified points in the release process for the sole purpose of reviewing the MAR in preparation for its release. Reviewers cannot edit the MAR, but are able to see all aspects of the MAR and make comments either on the MAR as a whole or on specific sections. The MAR is only accessible in the Purview Program View however some additional features are available.

Editors – These users have access to MAR information at identified points in the release process and are capable of making changes to any and all data sections. Generally, editors are only specifically defined at the Program Office level. These users have access to the MAR in both the Purview Program View and the Data Collection area (using the [Create or Edit a MAR](#) hyperlink).

Releasers – There must be at least one Releaser defined at each point in the release process. These users are capable of reviewing, editing, and moving the MAR either forward or back in the release process. Moving a MAR forward to the next point for review is known as a “release”. Moving a MAR backward to a previous point for rework is known as an “assignment”. Releasers are, therefore, the gatekeepers of the review and release process. These users have access to the MAR in both the Purview Program View and the Data Collection area (using the [Create or Edit a MAR](#) hyperlink). They also have access to the Data Collection [Manage Submissions](#) tool. Releasers at the lowest level, usually the program office, are responsible for creating the MAR.

These roles can be associated with one or more steps in the process of releasing a MAR. A user may have any combination of roles at one or more steps in the process. However, if a user only has roles at a higher step in the process, he or she will not be able to see the report until it has been released to that level. Conversely, a user at the lowest level of the process always has visibility into the report. Users at the lowest level of the process who have edit privileges are the only users who are able to create the MAR report.

GETTING DAMIR TRAINING

Because of the nature of the work involved with creating, editing, and releasing the MAR, it is strongly recommended that you attend, at a minimum, the “Introduction to DAMIR” training course provided by OSD, particularly if you have privileges to edit or release a MAR. For information on the dates and times of available training, please refer to the DAMIR public website or contact the DAMIR Hotline.

GETTING A DAMIR ACCOUNT

Users with accounts on the AT&L network are automatically provided with a DAMIR account when they try to access the DAMIR website. If you do not have access to the AT&L network or are unable to reach the DAMIR website, please contact the DAMIR Hotline (dampir@osd.mil) to request an account. Your request should be forwarded through a DAMIR point of contact (POC) in order to ensure that the proper access privileges are provided for you. Your DAMIR POC will also be able to request changes in privileges should your requirements change.

A DAMIR POC has been identified within every organization and office using DAMIR. If your organization or office has not previously used DAMIR, please have an existing DAMIR POC, either through the Component hierarchy or within OSD, make the request for you. If you are unsure of who to contact, the DAMIR Hotline will be happy to assist.

CLASSIFICATION

DAMIR is currently designed to allow data entry of unclassified information only for the MAR. If the required information is classified, the word “CLASSIFIED” is inserted instead of the classified data, and a footnote is added saying (for example) “* Specific values of Objectives and Thresholds are classified and are defined in the program’s Capability Development Document dated June 29, 2007.” Future versions of DAMIR will provide a secure website for including classified information.

REFERENCES

DAMIR Website – <https://ebiz.acq.osd.mil/damir>

DAMIR Hotline:

Email damir@osd.mil For questions related to accounts and privileges

Email damir@caci.com For questions related to the application features including data entry and viewing reports

Phone 703-679-5345 Any questions, manned 8 a.m. – 5 p.m. M-F

DAMIR has a website which does not require identity certification (e.g., CAC). This site provides information about training, guidance, and other documentation supporting the DAMIR product. The DAMIR Public Website is found at:

<http://www.acq.osd.mil/damir>

Information on MAR Policy and specific annual preparation instructions are available at: <https://acc.dau.mil/CommunityBrowser.aspx?id=228789>

The Cost Assessment and Program Evaluation (CAPE) Cost estimate to prepare the MAR is calculated using the CAPE Cost Tool at:

<http://www.cape.osd.mil/costguidance/>

Updates to this guide are available on the DAMIR Public Website or by contacting the DAMIR Hotline.

New with DAMIR Automation

MAR ORIGINAL ESTIMATE

The implementation of the MAR in DAMIR is unique because the MAR Original Estimate (MAR OE) is not entered as part of the MAR. It stands alone as a separate entity in DAMIR. A baselined program must have a MAR OE created and approved in DAMIR before a MAR can be created. The MAR OE is initialized from an APB or a previous MAR OE and should not be altered. It is approved through a release process similar to the MAR.

The MAR OE remains constant through the life-cycle of a MAIS program unless the program experiences a Critical Change. The only exception is the case where the Full Deployment (FD) date is "TBD" in a MAR OE. In this case, a new MAR OE can be established following the MDA approval of the FDD ADM that provides an Objective FD date. The only acceptable change from the previous OE is the addition of the FD Objective date. Creating, editing, and releasing a MAR OE is very similar in process to the MAR. Remember that your MAR OE must be finalized in DAMIR before your MAR can be initialized properly.

If you need to create a MAR OE and are uncertain about how to proceed, please contact the DAMIR Hotline.

ACRONYMS

Another difference between the DAMIR implementation of the MAR and previous submissions is how acronyms and abbreviations are handled. Up until, and including, the December 31, 2010 MARs, acronyms and abbreviations were provided in a single list at the end of the report. Because DAMIR allows users to view each section of the report independently, it is necessary to consider acronyms and abbreviations on a section-by-section basis. This means there are a few new rules:

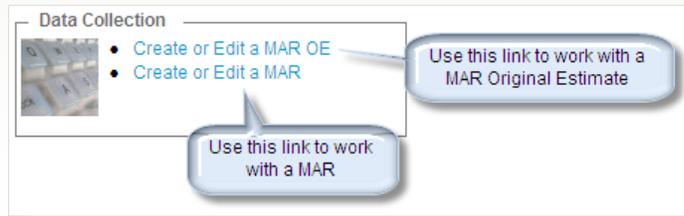
- For most sections, each phrase that can be abbreviated should first be used in its full form and followed by the acronym or abbreviation in parentheses (e.g. "Full Deployment Decision (FDD)"). Any other time that phrase is used after that, the acronym or abbreviation can be used.
- For Schedule and Performance, because acronyms and abbreviations are so useful to concisely stating the milestone or characteristic, it is acceptable to use only the acronym or abbreviation in the tabular data. There is a separate area for acronyms and abbreviations that must contain the full phrase for each acronym or abbreviation used. However, if a phrase is used for the first time in the memo, the full form must be used with the acronym in parentheses before the acronym can be used alone, even if the acronym is on the list above. This acronym does not need to be included in the acronym list above.
- Any given phrase must first be used in its full form at least once in every section in which it is used (except for Schedule and Performance) before the acronym or abbreviation can be used. For example, it is not enough to use the full form with the acronym in the Program Description section and then use it in the Program Status section. The Program Status section must also have the full form of the phrase.
- The main exception to these rules is if the acronym is the common name for the program. The program name should be used in its full form in the Program Description section, but the acronym or common name can otherwise be used throughout the MAR.

MAR Data Entry

There are two main areas of interest related to MAR information. A MAR is displayed in an easily viewed format in the Purview Program View feature. The data for the MAR is entered through the Data Collection feature, discussed here. Both features are available from the DAMIR Portal.

The DAMIR Portal is the first DAMIR screen accessed when you enter the site. The Data Collection area is a group of hyperlinks in the main body of the screen. These hyperlinks provide access, as privileges allow, to the data entry features for each type of report DAMIR supports. If you have the appropriate privileges to edit a MAR report, a hyperlink to [Create or Edit a MAR](#) is presented in that group. Click this hyperlink to proceed.

If a group labeled “Data Collection” is not presented on the DAMIR Portal, or it does not contain a hyperlink to [Create or Edit a MAR](#), it means that you do not have sufficient privileges to edit this report. Please contact the DAMIR hotline (see References) if you feel you have incorrect/insufficient privileges.



Accessing MAR Data Collection

MAR PROGRAM SELECTION

Since many users have access to the data collection features for several programs, DAMIR provides you with screens to support selecting the program you wish to create or edit. The program selection features provide the means to organize the list of available programs, locate a desired program, and access the MAR data for it. The Basic View is the default view, and is probably the only view you will need to use. However, if you need to see additional information about a program or want to organize the list uniquely, the Advanced View may provide the additional tools you need. You can change the program list view that is displayed using the hyperlinks [Basic View](#) and [Advanced View](#) at the top of the main area of the page.

Both views are supported in the left sidebar with Display Options that provide filtering controls to limit the number of programs displayed. Other display options are presented according to the program view that is displayed. The filtering options are located at the top of the “Display Options” panel and allow you to filter according to the program type. One or more program types can be identified by checking the appropriate checkbox under “Included Program Types”. The program types relevant to the MAR are “MAIS” and “Unbaselined MAIS” (formerly called Pre-MAIS). The program list may also be filtered according to the program’s status as an active DAMIR program. Note that the “Active Status” drop-down allows you to limit the list to “Active Only”, “Inactive Only”, or “Show All”. Changing either the checkboxes or the drop-down does not immediately change the program list. Click on the **Refresh List** button to update the list according to your

DAMIR MAR User's Guide

DAMIR
Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics

Welcome, Ms. Deborah G. Gregory | Wednesday, October 26, 2011 | [Help](#)
[Impersonate User](#)

[DAMIR Portal](#) > MAR Program Selection

Basic View | [Advanced View](#)

MAR Program List

Hyperlink menu allows you to choose which Program List View is displayed

Display Options

Included Program Types:

- MDAP
- Pre-MDAP
- MAIS
- Unbaselined MAIS
- Special Interest
- Other
- Unknown

Active Status:

Show All

Group By:

Service

Refresh List

These controls help you to filter and organize the programs that are displayed

Army

- DLS
- GCCS-A Bk 4
- GCCS-A
- GFEBS
- MBCOTM
- MCS
- RCAS
- SPS
- TC-AIMS II

Navy

- CAC2S Inc 1
- CANES
- DCGS-N (Obsolete)
- DCGS-N Inc 1
- DJC2
- GCCS-M
- GCCS-MC Bk 1
- HISTORICAL DJC2
- HISTORICAL GCCS-MC
- HISTORICAL NSIPS
- NAVY ERP
- NAVY ERP (Obsolete)
- NSIPS
- NTCSS
- NTCSS (Obsolete)

Air Force

- AFNet Inc 1
- BCS-F Inc 3
- BCS-M
- CCIC2S
- FIRST
- GCCS-AF(I)
- GCCS-AF
- GTN21
- ISPAN Bk 1
- ISPAN Inc 2
- ITS Inc 1
- ITS Inc 2
- MPS
- MPS IV
- SWPS
- TBMCS
- TDC

DoD

- AHLTA
- BSM
- BSM ENERGY
- CARTS
- DCD/DCW
- DIMHRS
- DMS
- DTS
- GCCS-J
- GCCS-J Inc 7
- GIG BE
- KMI Inc 2
- NCES
- PK3 Inc One
- PK3 Inc Two
- TELEPORT Gen 1/2
- TELEPORT Gen 3
- TMPJ Inc 2

Each Program Name is a link to access that program's MAR

[Privacy Policy](#)

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damir@osd.mil

selections. Note that these selections will persist until you change them, even through several DAMIR working sessions.

Note: "Active Status" indicates whether a program is listed as active in DAMIR – usually because it still has an active community of interest, even if the program is no longer an actively reporting program.

Basic View

The Basic View is the default view and provides the simplest interface for locating your program. The list of programs is grouped for easy access and each group is identified appropriately. Within each group, the programs associated with that grouping are identified alphabetically by name. Each program name is a hyperlink that, when clicked, will take you to the MAR data entry features for that program.

The list, by default, is grouped by Service. The grouping can be altered using the drop-down under "Group By:" in the Display Options area of the left sidebar. After selecting a grouping category, click the **Refresh List** button to apply the selection. The program list can be grouped by: Service, Program Type, JCA, or DAES Group.

Advanced View

The Advanced View provides a more versatile program list than the one provided in the Basic View. Beyond simply locating and selecting a desired program, you can view and manipulate the list in a variety of ways. With this view you can quickly access basic

information about the programs, sort the list according to any of the displayed details, and export the list to Excel or Word compatible formats. However, its primary purpose is still to provide access to the MAR data entry features for the program you select.

The program list is presented in a tabular format that provides information in a number of columns. By default, the first column is "Name" and provides the program name as a hyperlink that, when clicked, takes you to the MAR data entry features for that program. Any additional columns are displayed depending upon how you have previously configured the program list. To manipulate the list, additional controls are provided in the left sidebar, in the header of the program list table, and in the footer of the program list table.

Using the "Display Options" panel in the left sidebar, you can select the columns that are displayed using the checkboxes listed under the "Display Columns:" label. By default, all checkboxes are checked and, therefore, all columns are displayed. Most of these columns are self-explanatory. However, it is worth noting that the "Active" column is directly related to the "Active Status:" control and indicates that the program is currently active in DAMIR – that is, it has an active community of interest in DAMIR even though it may be an inactive program. "Status", on the other hand, indicates the actual program active status. Also, "Organization" indicates the current OIPT Lead Organization. Should the controls indicate that more columns are selected than are visible, or portions of a column are not shown, scroll down the page to locate the horizontal scrollbar below the program list table. This scrollbar will give you access to column information that was not previously visible.

If the program list is lengthy, the entire list may not be visible immediately. The program list table uses DAMIR preferences for page sizing to determine how many programs to display at one time. The default for page sizing is 10 rows. (This is configurable through the [Update My Information](#) link in the "Administration" group on the DAMIR portal.) At any time you can page through the data using the numeric and iconic paging controls in the table footer. You also can change the page sizing using the page size control in the table footer. Be aware that changes to the page sizing are only in effect while the page is displayed. Leaving the program list and returning will reset the page size to the original setting.

To organize the information in the program list, you may sort columns using either the table headers or controls in the footer. To sort a single column, click on the text of that column's header. The table will refresh and display the program list ordered by the data in that column. The column will show an upward-pointing triangle, indicating that an ascending sort on that column is active. Clicking the column header a second time will reverse the sort order and the triangle icon. A third click will clear the sort. Sort multiple columns by first establishing the sort in the primary sort column, then sorting on successive columns in turn. At any time you can clear all sorting by using the "Clear: **Sort**" button in the table footer.

If you are unable to use your mouse to click on column headers, you may sort the table using the drop-down in the table footer that says "< - Select Column - >". Similar to the header controls, selecting a field from the list will enable a sort of the program table according to that column. However, the sort does not take effect until you click on the "Update: **Sort**" button. Repeating the process a second time will reverse the sort order and a third time will remove sorting on that column. Sorting on multiple columns can be accomplished by sorting first on the primary column and then on successive columns.

Initialize a new MAR for DCGS-A MB (PNO: 389)

Initialization and Source

Submission Date: DEC 2011

Previous MAR: DEC 2010

Initializing from: DEC 2010 MAR

Continue... Cancel

MANAGING A MAR SUBMISSION

Now that you have identified the program you are interested in creating or editing, DAMIR allows you to perform general management of the MAR. You will be asked to either initialize a new MAR submission or manage the existing one. Managing the MAR is as simple as continuing to edit it or choosing to delete it.

Creating a MAR

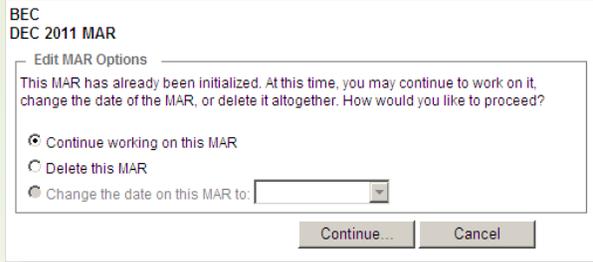
If a MAR has not already been created, you will need to initialize it before you can begin entering data. DAMIR will determine automatically if you need to initialize and will present you with the appropriate screen. The initialization screen provides you with the information about a previous submission that can be used for initialization, if one is available. DAMIR will automatically provide the appropriate date for your MAR. Clicking on the **Continue...** button will proceed with the initialization process and allow you to reach the data entry screens. Clicking on the **Cancel** button will return you to the MAR Program Selection list.

If your program has a previous MAR, that MAR will be used to initialize your new MAR. If your program does not have a previous MAR, but does have an approved MAR Original Estimate (MAR OE), your new MAR will be initialized using the MAR OE. When initialized from one of these sources, each section is automatically populated using data from that submission. Otherwise, your MAR will be initialized without any data. In any case, please review all data sections to assure that they are all complete and that this MAR contains the most up-to-date information.

If you do not have the appropriate privileges to create a MAR, an error screen will be presented. If you feel that you have received this error message incorrectly, please contact the DAMIR hotline.

Editing a MAR

If a MAR has already been created, you will be given the option to “Continue working on this MAR” or “Delete this MAR”. By default, the radio button next to the option to “Continue working on this MAR” should be selected. To edit the MAR, confirm the radio button is selected and then click the **Continue...** button. DAMIR will then proceed to take you to the data entry screens. If you do not wish to edit the MAR, click on the **Cancel** button to return to the MAR Program Selection list.



Deleting a MAR

In order to delete a MAR you must proceed from the DAMIR Portal page, through the [Create or Edit a MAR](#) hyperlink and select the appropriate program in the MAR Program List view. You will then be given the option to “Continue working on this MAR” or “Delete this MAR”. By default, the radio button next to the option to “Continue working on this MAR” should be selected. To delete the submission, click the radio button next to the option to “Delete this MAR” and then click on the **Continue...** button. DAMIR will present you with a prompt to warn you that you are about to delete a MAR. Click the **OK** button to continue deleting the report. To abort the deletion, click the **Cancel** button.

Only users who have the privileges to release the MAR (at the highest step it has reached in the release process) will be permitted to delete it. For this reason it is strongly recommended that each Component limit the number of Releasers at each level. This information is presented in the Release Process Workflow on the Submission Status screen.

After you have successfully deleted the submission, DAMIR will provide you with the MAR Initialization screen so that you can create a new MAR for this program, if you wish. To continue, either follow the instructions for Creating a MAR or click on one of the hyperlinks in the “breadcrumbs” area of the header.

Entering MAR Data

Having selected the [Create or Edit a MAR](#) hyperlink from the DAMIR Portal's “Data Collection” group and either initialized a new MAR or selected to edit an existing one, you are now in the data entry area for that MAR. All the data associated with the MAR submission is available to view, and appropriate programmatic and current estimate information is available for updating. You will also have features available to check the status of the submission, assess the validity of the data, and follow along with any discussion about the MAR.

The data entry screens for MAR data all have a similar structure. The left sidebar is used for general navigation among the different features and data sections. When a feature or data section is selected, the main area of the screen changes to reflect that selection. Almost all the data entry areas are available directly through the selections visible in the left sidebar when you first enter the MAR data entry area. The Cost & Funding section is the notable exception. The unique navigation tools in the Cost & Funding area will be described in detail below.

Should you need to leave the MAR data entry area, there are two routes you can take. Below the header of the webpage and to the left is a navigation area that shows the path taken from the DAMIR Portal to the current level of data entry. You may choose to jump out of the edit controls at any time by clicking on one of these “bread crumbs” to go back to a point in the MAR data entry selection and edit process. However, if what you want to

do is to view the submission as a reviewer would see it, without the edit controls, there is a hyperlink that will allow you to [View this Submission](#) in the Purview Program View. After you click the link, DAMIR will provide you with the Purview Program View of the MAR which you are editing.

BASELINED V. UNBASELINED

Before you are able to enter your data appropriately, it is important to note whether your program has an approved APB and an associated MAR OE. Programs without an approved APB (unbaselined programs) have different data entry requirements in the Cost & Funding, Schedule, and Performance sections. The differences are noted in each section below. If your program has an approved APB, it will be identified in the References section.

Please note that your program must also have an approved MAR OE that has been fully released before your MAR can be initialized as a baselined MAR. Without the MAR OE, your MAR will be created as if it is for an unbaselined program. If you know that your program has an approved APB, but appears to be unbaselined in the MAR, please check to see if your program has an approved MAR OE before proceeding. If you believe that you should be creating a baselined MAR, but DAMIR does not recognize either your APB or your MAR OE, please contact the DAMIR Hotline for support.

SUMMARY FEATURES

The “Summary” group on the left sidebar provides access to features that support general management of your MAR.

Submission Status

Submission Status for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

Submission Status Instructions [Show](#)

Hierarchies
Select the "+" sign to open up a list of releasers for each hierarchy

Process Step	Status	Auto Pass?	Action
MAIS MAR	Pending		
MAR Review	Pending	<input type="checkbox"/>	Release
MAR Create DoD	In Process		

Run Data Checks
Select this button to run data checks

Last Update: 10/27/2011 12:02:18 EST by Ms. Heather A. Loretoni
Last Run: 10/27/2011 12:09:14 EST

Type	Level	Section	Description
	✘	Schedule	FFO Date or Equivalent (Clock Start Date) was not provided. This is an error.
	✘	Cost & Funding	There is a Significant/Critical Breach in Total Life Cycle Cost against the Original Estimate. Is this correct? If so, have you properly addressed the breach in Program Status?
		Subprogram	BY % Change Breach
		TMIP-J Increment 2	42.0% Critical

An important part of the MAR submission process is recognizing the current submission status, identifying possible problems with the submission, and understanding how to move the submission forward in the release process or returning it back to a previous point for rework. The Submission Status screen provides these controls. By default, the Submission Status screen is displayed when you first enter the MAR data entry area. It is also available through the [Submission Status](#) link in the “Summary” area of the left sidebar.

Release Process

The top portion of the Submission Status screen contains the Release Process Workflow table and controls. The workflow table contains a header and one row for every step in the release process for your MAR. The first column presents the organization responsible for the process step. The organization title and the (+) button next to it are both controls that allow you to view the personnel who have release privileges at that step in the release process. Click on either to open up an area beneath that row that details the contact information for releasers at that step. The next column indicates the status of the MAR with respect to that step in the release process. The MAR is currently under review at the step that indicates "In Process". Any step that indicates "Pending" cannot yet see the MAR. If the status indicates "Released..." or "Assigned...", then users at that level can view the MAR in the Purview Program View, but cannot edit or control the MAR. The "Assigned..." status is only indicated at the step above the "In Process" step where the assignment was made. Both the "Released..." and "Assigned..." messages indicate the step to which the data was moved.

The last two columns in the Release Process Workflow table contain the controls that allow Releasers to move the MAR forward or back in the process. The most obvious controls are buttons labeled **Release**, **Assign**, and **Finalize**. These buttons will be enabled only when you have privileges to use them. A **Release** button at a particular step in the release process indicates that the MAR can be released from that step to the next. At the final level, though, the button is not marked **Release**, but **Finalize**. This is to remind you that this is the final release and no further edits are possible. If you want to release (or finalize) the MAR, click the appropriate button. You will be prompted to confirm if you want to continue with the release. Click the **OK** button to continue with the release or the **Cancel** button to prevent the release. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the release.

After the MAR has been released from one step to the next, the lower step(s) will have a new button marked **Assign**. You may assign the MAR back down to any previous step in the release process. To reassign the MAR, carefully note the step in the process to which you want to send the MAR and click the **Assign** button at that level. You will be prompted to confirm if you want to continue with the assignment. Click the **OK** button to continue or the **Cancel** button to prevent the assignment. After you click the **OK** button, the page will refresh and the Release Process Workflow table will be updated with audit information, including your name and the date and time of the assignment.

One other feature of the Release Process Workflow table is the Auto Pass feature. This feature is only available if you are a Releaser. It allows you to choose to have successive releases bypass your manual control and automatically releases the MAR from your step in the process. This feature is usually used late in the release process. Sometimes a report is sent back from the highest levels to the Program Office for minor tweaks to wording, etc. If you are aware of the changes, have already approved the submission for release, and don't want to hinder the next release, you can click on the checkbox in the "Auto Pass?" column at your step in the release process. A checkmark indicates that your step will be automated. From that point on, the MAR will pass through your level without requiring you to manually release it. You can turn this feature off again at any time by clicking the box to uncheck it.

Data Checks

The bottom portion of the Submission Status screen presents the Data Checks display and controls. These features allow you to see any potential problems with the data in your MAR. Data Checks are automatically run whenever the submission is released to the next level. It is recommended, however, that you run them manually so that you can

be aware of any data anomalies that you may be able to correct prior to releasing the submission. Just above the Data Checks table is a button that forces an update of the Data Checks – **Run Data Checks**. To the far right of this button is an indication of when the Data Checks were last run.

Below these features, the Data Checks table lists the relevant data validation issues. The “Type” column provides an indication as to whether the Data Check is indicating a problem related to Program Health (heart icon), an informational warning (blue circle with an ‘i’), or Data Quality (magenta block with “Q”). The “Level” column presents an icon that indicates the severity of the issue. A red “X” indicates a critical error that must be corrected before the MAR can be finalized. While the MAR can still be released to the next level, it is highly recommended that all critical data checks be resolved as soon as possible. A yellow caution symbol (with “!”) indicates a warning and a green checkmark indicates an informational warning. These issues will not prevent finalizing the MAR, however, it is recommended that the issue be examined and corrections made if necessary. Along with the Data Check level, the section of data and a description of the validation issue are provided. Every attempt has been made to provide as much information as possible so that you can resolve these data check issues easily. Please contact the DAMIR hotline if you have questions about these data checks or problems resolving them in your MAR.

Discussion Summary



Very often users at different points in the release process need to communicate with one another about a specific section or the submission as a whole. To facilitate this conversation, DAMIR provides the Discussion Summary screen. This screen is accessible through the [Discussion Summary](#) link in the “Summary” group on the left sidebar of the MAR data entry area. The Discussion Summary will list all comments made against the MAR in general, as well as comments made against specific sections of the MAR. These comments are listed in reverse chronological order – the most recent comments at the top. Comments related to a specific section will be marked to identify the section to which the comment refers. Each comment will list the name of the person that made the comment and the date and time the comment was added or updated.

You can make a comment by using controls at the bottom of this screen. Any comments made here will not be marked for a specific section and so should be general comments about the MAR as a whole or its status. To make a comment, enter the text of your comment in the text box and then click on the [Add My Comments](#) hyperlink below the text box. After the screen refreshes, your comment will be listed at the top of the Discussion area. You may edit the last comment you made by clicking on the [Edit Comments](#) hyperlink at the bottom of the screen. After the screen refreshes, the list of comments are no longer presented, however the last comment you made is presented in the text box. You may then edit the comment. Click the [Save](#) hyperlink beneath the edit box to save the changes to your comment. If you would rather cancel the changes, click the [Back to All Comments](#) hyperlink.

If you prefer to make a comment related to a specific section, similar controls are available in each section. Click on the link for the data section about which you would

like to comment and then use the controls at the bottom of that display in the same manner described above. Return to the Discussion Summary using the link in the left sidebar to view your section related comments with all others.

All comments are visible throughout the review process to any user with access to the MAR in either Purview Program View or the Data Collection area. However, once the MAR is fully released, the comments are no longer available anywhere in DAMIR.

PROGRAM INFORMATION

The Program Information data entry sections provide the displays and controls related to the more general program information. These sections have been grouped to facilitate their review, and to separate them from the sections that require more constant attention during the data entry and review processes.

Nomenclature/Component

Nomenclature/Component for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

Nomenclature/Component Instructions Show

Preferred Name: TMIP-J Inc 2

Designation/Nomenclature: Theater Medical Information Program-Joint Increment 2

DoD Component: -- Select a Component --

Memo: [Rich Text Field]

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your Memo

Preferred Name
Program name on the official MDAP list

Designation/Nomenclature
Extended title/acronym spelled out

DoD Component
Program's service

Memo
Enter any Nomenclature/Component comments; this will be in the finalized MAR

Design HTML Preview

The Nomenclature/Component section is used to properly identify the program and the Component(s) under which the program is being developed. Some programs are developed using joint participation by several Components. If this is the case, the Nomenclature/Component section will provide the capability of identifying the Joint Participants, as well.

Agencies should select “DoD” then identify their Component name in the Memo field. For example, if the acquiring component is the TRICARE Management Activity, “DoD” would be selected in the “DoD Component” dropdown list and then “The acquiring DoD Component is TRICARE Management Activity”.

Note that name provided in the “Preferred Name” is the name commonly used throughout DAMIR to identify the program. Typically the “Preferred Name” is the program acronym, e.g., TMIP-J Inc 2. The information entered into “Designation/Nomenclature” should be the official designation.

If you have previously submitted a MAR, all fields on this screen should automatically be filled with data from that MAR. Please review these values for correctness. Please check with your Component Headquarters and OSD points of contact before altering the Preferred Name of your program.

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

Responsible Office

Responsible Office for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

Responsible Office Instructions Show

Program Manager Information

Prefix (Mr., Ms., Col., Lt Col., Capt...)

First Name

Last Name

Suffix (Jr., Sr., II, III...)

PM Email

PM Phone (999-999-9999) Ext

PM Fax (999-999-9999) Ext

PM DSN (999-9999 or 999-999-9999) Ext

PM DSN Fax (999-9999 or 999-999-9999) Ext

Date Assigned (mm/dd/yyyy)

Street

City State

Zip Code

Memo

Import
Import Responsible Office from another report for this program (Draft or Finalized) in DAMIR. This will override anything you've previously entered in Responsible Office

Memo
Enter any Responsible Office comments; this will be in the finalized MAR

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your memo

Date Assigned
Enter the PM's date assigned, in the MM/DD/YYYY format

State
Use this drop-down to select the PM's state

Design **HTML** **Preview**

-- Select a Source --

Last Updated: 10/12/2011 01:01:20 EST by Ms. Melanie H. Park

Your Program Manager's contact information is important to the visibility and accessibility of your program for oversight. The Responsible Office section should be completed to provide as much information as is possible.

If you have previously submitted a MAR, all fields on this screen should automatically be filled with data from that MAR. Please review these values for correctness.

DAMIR MAR User's Guide

Changes made to the data on the screen will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

References

References for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR		View this Submission
References Instructions		Show
MAR Original Estimate	December 31, 2008	Approved Program Baseline
Approved Program Baseline	ASD(NII) Approved Acquisition Program Baseline (APB) dated December 20, 2007	

Information regarding data that may be included in your MAR from other sources, specifically your APB and MAR OE, is essential to properly understanding your MAR. Those sources were automatically identified when your MAR was initialized. Therefore, this section is automatically populated with the reference information for those sources. If your program has no approved APB, a statement is provided indicating that the program is unbaselined.

References for VIPS (PNO: N89) DEC 2011 MAR		View this Submission
References Instructions		Show
This MAR is currently unbaselined.		Unbaselined Statement

Program Picture

Program Picture for VIPS (PNO: N89) DEC 2011 MAR		View this Submission
Program Picture Instructions		Show
		Browse Browse for a Program Picture in your files
<input type="text" value="Browse..."/>		

A picture that properly identifies your program makes it easier for DAMIR users to navigate to your program and will properly identify your report when it is produced. By default, your program will use the seal of the lead Component identified in the Nomenclature/Component section. However, it is recommended that you use a picture or graphic that represents your program. Although some programs have added text to the picture they submit, this can be a problem since the picture cannot be updated after release and the text may no longer be representative. Please use discretion in choosing the image that represents your program. To upload an image to DAMIR, the picture or graphic must be available as a file on the computer you use to upload it into DAMIR. File format is limited to JPG (JPEG). While not strict, the file size of the image should be limited to reflect the image's use as an approximately 2"x3" printed image (100 Kb). Use the **Browse...** button to locate the file and update the image on the page. This image will not be included in your MAR until you click the **Save** button.

Use the **Save** button to save the image to the database. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted an image since your previous MAR through another vehicle and that image is present in the DAMIR system, it may be possible to import it using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the image associated with that submission. You may then save the image to the database using the **Save** button. If you choose not to use this image, click the **Cancel** button to restore the last saved version of the section.

Program Description

Program Description for FIRST (PNO: N85) DEC 2011 MAR [View this Submission](#)

Program Description Instructions [Show](#)

Business Case Alignment [Show](#)

Section 805, FY2011 NDAA requires a business case (BC) and Certification to be included in MARs. Increments that submitted MARs dated December 31, 2010 included BC information. When this MAR was created, DAMIR pre-populated the field below with the previous year's BC information (if it was available). You must carefully review the information to ensure it is current.

Click "Show" on the blue bar above labeled "Business Case Alignment" to be guided through completion of the BC.

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your memo

Memo
Enter any Program Description comments; this will be in the finalized MAR

[Design](#) [HTML](#) [Preview](#)

Business Case 805 Certification

Name:
Organization:
CAC Subject:
Date:

Certify

Business Case 805 Certification
Selecting the **Certify** button will autopopulate this field with your Name, Organization, CAC Subject and the Datetime of certification.

The Program Description memo provides a general overview of your program. This memo should be relatively consistent across all budget documentation related to your program and will generally not change in your MAR from year to year. This general description must be the first text in the memo and can be typed directly into the memo area.

Note that if you have previously submitted a MAR, this memo should automatically be filled with data from that MAR. Please review the memo for correctness, both in the Program Description and in the Business Case Alignment. Please keep in mind that for unbaselined MAIS programs the Business Case statements may need to change from year to year. Once a Business Case Alignment has been Certified, it cannot be changed unless it is recertified.

Immediately following the memo, you will identify your Business Case Alignment. For guidance in determining what Business Case statements are required for your program for this MAR, please consult the policy and preparation guidance as noted in the References section above. If you have initialized from a previous MAR, the Business Case statements will be copied exactly as they were presented in that MAR. These statements must be reviewed carefully and modified only if the Business Case Alignment is recertified. If there have been programmatic changes that require changes to these statements please delete, add, or update appropriately, then the Component Acquisition Executive or designee must recertify.

To assist you in this process, guidance has been included in the Program Description section. The text at the top of the page directs you to click on the [Show](#) link at the far right of the blue banner labeled "Business Case Alignment". This will open up a text area that is intended to guide you through determining how best to update your Business Case Alignment. Review each question. The answers should guide you to one or more statements. Copy that text from these instructions into the memo at the appropriate point. Note that if you do not need to recertify your Business Case, then you should paste your updates between your program description and the Business Case Alignment statements that were previously certified. Statements that need certification should all follow your Program Description and end in the "I certify..." statement.

Note that comments added this way will contain items that must be tailored to your program and sometimes contain instructions. Look for brackets ("[" and "]"") and placeholders for date fields ("MMM DD, YYYY"), program references ("Program XYZ"), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MAR. Very often, this data will include your program name or designation, relevant dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders.

The Program Description section also contains controls that provide for certification of these Business Case statements. These controls should only be used by the Component Acquisition Executive or designee who is authorized to make the certification. It is recommended that this certification be performed after all other changes to this memo have been completed.

Your memo will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.

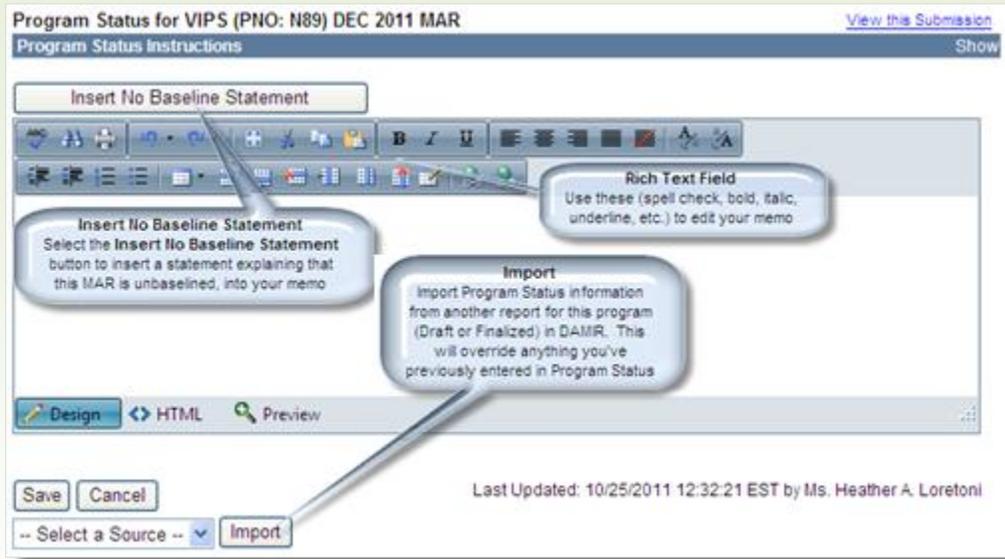
DATA SECTIONS

The "Data Sections" group on the left sidebar provides the hyperlinks to access the data entry sections for the portions of the MAR that will change from year to year. Some of these sections will require extensive updates to provide appropriate Current Estimate information.

Program Status

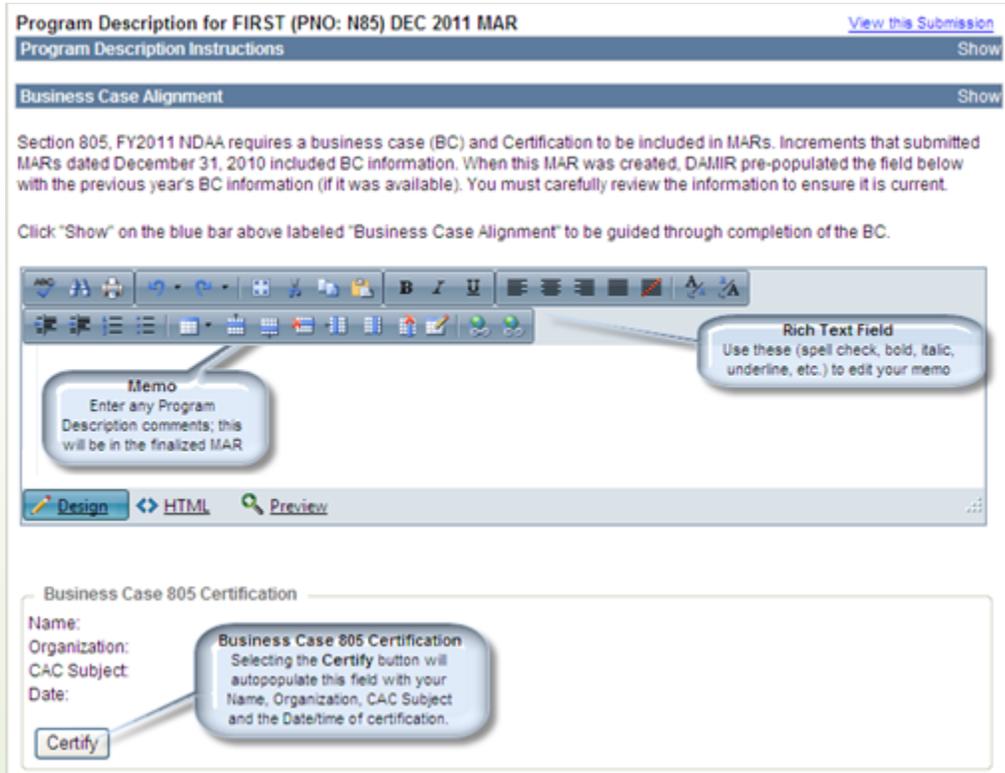
The Program Status is intended to address the significant accomplishments and developments since the previous report. DAMIR has provided some canned statements to help you identify and discuss your program status.

Unbaselined Programs



If your program is unbaselined, you must include a specific statement to that effect. This statement will be entered when you click on the **Insert No Baseline Statement** button.

Baselined Programs



DAMIR MAR User's Guide

For baselined programs, there is a group of controls to help you with standardized statements related to your program status. This group allows you to select one statement that best describes this MAR. Click the appropriate radio button and then click on the **Insert One Statement** button. The appropriate statement will be inserted below the existing memo text.

Note that comments added using these controls will contain items that must be tailored to your program and sometimes contain instructions. Look for brackets (“[“ and “]”) and placeholders for date fields (“MMM DD, YYYY”), program references (“Program XYZ”), and other elements. These provide instructions and/or formatting rather than actual information. The information between brackets may contain instructions or information which must be removed or replaced with information appropriate to your program and this MAR. Very often, this data will include your program name or designation, relevant dates, and references to data sections. Please read through any statements carefully to be certain that they read correctly and replace all necessary placeholders. Any additional status information should be entered as a separate paragraph or paragraphs below the standard statement. For example, additional information concisely describing the status of Significant or Critical Change should be included at the point in which that statement indicates “[insert findings here]”.

All Programs

If you have previously submitted a MAR, the memo should automatically be filled with data from that MAR. Please review the memo for correctness.

Your memo will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the memo by clicking on the **Cancel** button.

Schedule

Your program schedule lists milestone dates associated with your program. This section functions differently depending on whether your program has an approved APB and MAR OE, or is unbaselined.

Unbaselined Programs

For unbaselined programs the memo is normally left blank. If you choose to enter milestones, the information should be extracted from an authoritative document such as an IT-1 Exhibit, Select Capital Investment Report (SCIR), or R-Doc using the memo field on this screen. If it has occurred, make sure to include the Funds First Obligated (FFO) date. All dates should be entered in month and year format (MMM YYYY).

Although not shown on the screen, the following statement will automatically precede any Schedule information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.

Baselined Programs

Schedule for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View the Submission](#)

Schedule Milestones Instructions [Show](#)

Current/Actual Estimate
Enter your CE/Actual Estimate in this box, in the format: MMM YYYY

Foot Note Number
Enter a footnote number for any change in the CE

Schedule Milestones	Category	Original Estimate (Objective)	Current Estimate (or Actual)	Foot Note Num
Milestone B	MS B	OCT 2007	OCT 2007	<input type="checkbox"/>
Milestone C	MS C	DEC 2007	DEC 2007	<input type="checkbox"/>
Initial Operational Capability	IOC	JUN 2008	JUN 2008	<input type="checkbox"/>
Full Deployment Decision	Full Deployment Decision	TBD	TBD	1
Full Deployment	Full Deployment	TBD	TBD	2

Rearrange Milestones
Select the Rearrange Milestones button to move milestones up or down

Start Date
Enter the Five Year Clock Start Date in the format: MMM YYYY

Acronyms and Abbreviations
Enter any acronyms/abbreviations used in the Schedule table above in this field. Enter the acronym/abbreviation in the smaller box, and the explanation in the larger box. Be sure to select the [Add Acronym](#) hyperlink in order to save the acronym/abbreviation

[Add Acronym](#)

The schedule milestones identified in your MAR Original Estimate will automatically be loaded into the Schedule section. Besides the description of the milestone, the Category and Original Estimate will be provided. Only the schedule milestones identified in your MAR Original Estimate should be identified here.

Any schedule milestone with a specific Original Estimate date must be given a Current Estimate date. Dates are entered in month and year format (MMM YYYY). "TBD" should be entered wherever "TBD" was provided in the Original Estimate; this is usually limited to Full Deployment (FD) (see below). If a milestone has been deleted (e.g., tailored out by the MDA), "N/A" should be entered and explained in the footnote. The Current Estimate may also reflect the actual date the milestone was completed. For each milestone, it is possible to provide a footnote, although these are generally brought in from the APB and/or Original Estimate.

Note that the FD date should be "TBD" until defined in the Full Deployment Decision (FDD) Acquisition Decision Memorandum (ADM). Once an Objective FD date has been established a new Original Estimate should be created, approved, and used as the basis for the MAR in order to include that date in the Original Estimate. This must be completed before initializing your MAR in order for FD date to become visible in your MAR.

By default, these milestones are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange them. Click on the **Rearrange Milestones** button to access these controls. The up and down arrows control a milestone's position on the list. Using these controls, milestones may be nested at various levels. Use the **Reset** button to restore the milestones to their original order and state. Use the **Edit Milestone**

Data button to return to the previous data entry screen. Initial Operational Capability (IOC) should only be entered for those programs achieving IOC prior to October 28, 2009.

Schedule for FIRST (PNO: N85) DEC 2011 MAR [View this Submission](#)

Schedule Milestones Instructions Show

Header	Order	ScheduleMilestones	
<input type="checkbox"/>	◆	Funds First Obligated	MAR 2001
<input type="checkbox"/>	◆	MS A	NA
<input type="checkbox"/>	◆	MS B	MAR 2001
<input type="checkbox"/>	◆	IOC	MAY 2005
<input type="checkbox"/>	◆	MS C	NA
<input type="checkbox"/>	◆	FDD	JUL 2011
<input type="checkbox"/>	◆	FD	TBD

Milestone order
 The "Header" checkbox's are uneditable and disabled for a baselined MAR. Select the up or down arrows to move the Milestone up or down. Select the **Edit Milestone Date** button to go back to the initial Schedule screen

All Programs

All MAIS programs are subject to the "5-year clock" which is used to determine if the program is experiencing a "Critical Change". The date for the start of this time period is entered into the "Start Date" panel (which may later be titled "Start of 5-year Clock") in month and year (MMM YYYY) format. This date may reflect the date funds were first obligated, contract award, or another milestone in your program. If you are unsure of which date to enter here, contact your MAIS Component focal point. For additional information, reference 10 U.S.C. Chapter 144a.

A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the milestones. For any acronym or abbreviation used in a milestone description, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order. To add an acronym or abbreviation, enter the short text in the first text box, the explanation in the second, and then click the [Add Acronym](#) hyperlink. The screen will refresh and include your entry in the list above. Note that this list is not saved to the database until the **Save** button at the bottom of the page is clicked.

Use the memo field at the bottom of the Schedule section to identify any footnotes referenced in the table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a "/" and a space. The remaining text is the body of the footnote.

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the

Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data related to your MAR OE schedule milestones, which were submitted with that submission. Note that the milestones themselves will not change. The Current Estimate will be updated for the milestones presented. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

Performance

The Performance section lists the Key Performance Parameters (KPPs) associated with your program. These characteristics should be available in an authoritative source such as a Capability Development Document (CDD). This section functions differently depending on whether your program has an approved APB or is unbaselined.

Unbaselined Programs

The screenshot shows the 'Performance for VIPS (PNO: N89) Draft - 2011 MAR' interface. It includes a 'Performance Characteristics Instructions' box, a table with columns for 'Development Objective', 'Development Threshold', 'Foot Note Num', and 'Brch', and buttons for 'Add Characteristic' and 'Rearrange Characteristics'. Below the table are sections for 'Acronyms and Abbreviations' and 'Memo'. At the bottom, there is an 'Import' section with a source selection dropdown and an 'Import' button. Callouts provide detailed instructions for each of these elements.

Performance Characteristics Instructions: Enter the Characteristics information: name, development objective & threshold and a footnote number, if necessary. Select the 'Brch' checkbox if a breach exists in this characteristic.

Performance Characteristics Table:

Development Objective	Development Threshold	Foot Note Num	Brch
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Buttons: Add Characteristic, Rearrange Characteristics

Acronyms and Abbreviations: Enter any acronyms/abbreviations used in the Performance table above in this field. Enter the acronym/abbreviation in the smaller box, and the explanation in the larger box. Be sure to select the Add Acronym hyperlink in order to save the acronym/abbreviation.

Memo: Enter any Performance comments; this will be in the finalized MAR.

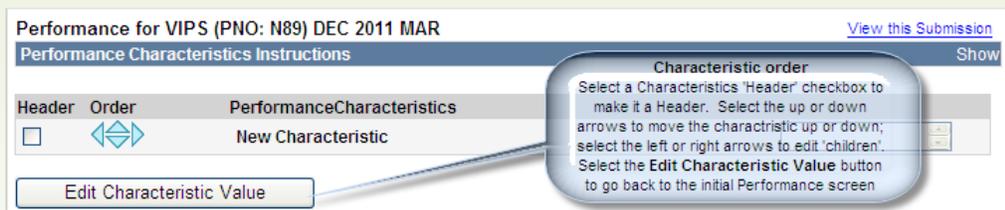
Import: Import Performance information from another report for this program (Draft or Finalized) in DAMIR. This will override anything you've previously entered in Performance.

Footer: Last Updated: 10/25/2011 09:58:14 EST by Ms. Heather A. Loretoni

Initially, the table of performance characteristics will not be displayed and a message will be provided indicating "No data found." If your program has an approved CDD or equivalent requirements document, you should enter the Objective and Threshold KKP values verbatim. Since there are no APB or Original Estimate performance characteristics, you must enter each KPP Objective and Threshold value that should appear in your MAR. Use the **Add Characteristic** button to add a line to the Performance

Characteristic table and enter the characteristic description, a current estimate, and (if desired) a footnote. Repeat this process for every KPP which is required in the MAR.

Although not shown on the screen, the following statement will automatically precede the Performance information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.



Click on the **Rearrange Characteristics** button to access controls to create headers and children, move characteristics up or down a level, etc. A characteristic can be identified as a header by checking the box on that row of the table. Once an item is identified as a header, items may be placed under it using the arrow controls. The up and down arrows control a characteristic's position on the list while the left and right arrows establish a parent/child relationship between the characteristic and the header above it. Any number of characteristics may be children of a given header and there may be any number of headers. Using these controls, characteristics may be nested at various levels. Note that headers do not contain values. Changing an item with data associated with it will cause a loss of information. Use the **Reset** button to restore the characteristics to their original order and state. Use the **Edit Characteristic Data** button to return to the previous data entry screen. The characteristics are not saved to the database until the **Save** button is clicked.

Baselined Programs

The performance characteristics identified in your MAR Original Estimate will automatically be loaded into the Performance section. Besides the description of the characteristic, the Original Estimate Objective and Threshold values will be provided. Any performance characteristic with a specific Original Estimate value must be given a Current Estimate value.

The standard for the MAR Performance Current Estimate is to provide one of the following statements. Please use one of these statements unless none truly apply to the performance characteristic.

- Will Meet Objective
- Will Meet Threshold
- Met Objective
- Met Threshold

If none of these apply, enter the text for your Current Estimate. Note that the Current Estimate may reflect the actual value if the characteristic has been demonstrated. "TBD" should be entered wherever "TBD" was provided in the Original Estimate and an actual value is unknown.

Performance for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

Performance Characteristics Instructions [Show](#)

Performance Characteristics	Original Estimate (Objective)	Original Estimate (Threshold)	Current Estimate (or Actual)	Foot Note Num	Brch
Net Ready	100% of	100% of	100% of	<input type="text"/>	<input type="checkbox"/>
Data Availability, Currency and Responsiveness - Medical Infrastructure Readiness, Patient Visibility, Individual Medical Readiness, Illness and Injury Rates, Reportable Medical Events, Medical Logistics Availability	System	System	System	<input type="text"/>	<input type="checkbox"/>
Data Transfer	Shall	Shall	Shall	<input type="text"/>	<input type="checkbox"/>
Standards Compliance	Same as	Shall	Same as	<input type="text"/>	<input type="checkbox"/>
System Operational Availability and Responsiveness	System	System	System	<input type="text"/>	<input type="checkbox"/>

Foot Note Number
Enter a footnote number for any change in the CE

Current/Actual Estimate
Enter your CE/Actual Estimate in this unlimited text box

Rearrange Characteristics
Select the Rearrange Characteristics button to move characteristics up or down

Breach
Select this check box to indicate there has been a breach in this Performance characteristic

Acronyms and Abbreviations
Enter any acronyms/abbreviations used in the Performance table above in this field. Enter the acronym/abbreviation in the smaller box, and the explanation in the larger box. Be sure to select the [Add Acronym](#) hyperlink in order to save the acronym/abbreviation

Rearrange Characteristics

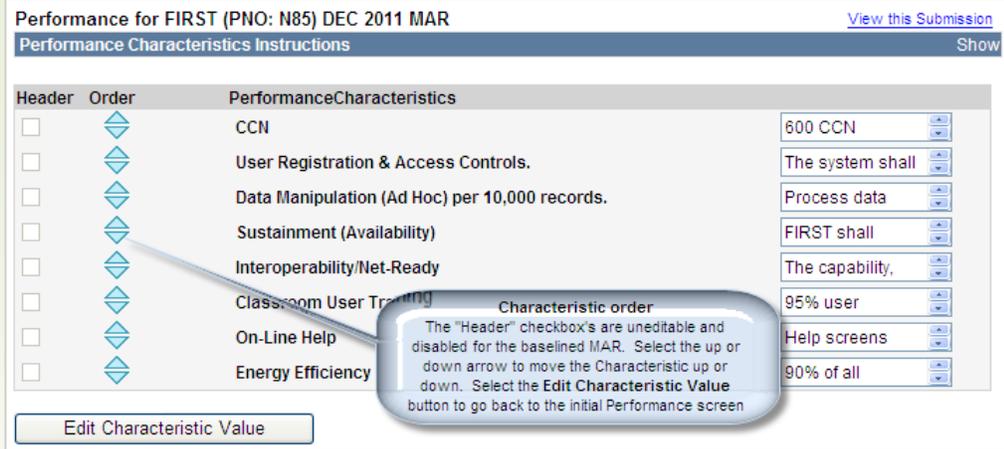
Acronyms and Abbreviations

CPD Capability Production Document
TMIP-J Theater Medical Information Program

[Add Acronym](#)

For each characteristic, it is possible to identify a footnote, although these are generally brought in from the Original Estimate.

By default, the characteristics are ordered as they were in the Original Estimate. Although not desirable, it is possible to rearrange them. Click on the **Rearrange Characteristics** button to access these controls. The up and down arrows control a characteristic's position on the list. Use the **Reset** button to restore the characteristics to their original order and state. Use the **Edit Characteristic Data** button to return to the previous data entry screen.



All Programs

A list of Acronyms and Abbreviations is provided for this section to facilitate readability of the performance characteristics and their Original Estimate and Current Estimate values. For any acronym or abbreviation used in the characteristic table, please make sure that it is identified and explained in the Acronyms and Abbreviations area. All identified items will automatically be listed in alphabetical order. To add an acronym or abbreviation, enter the short text in the first text box, the explanation in the second, and then click the [Add Acronym](#) hyperlink. The screen will refresh and include your entry in the list above. Note that this list is not saved to the database until the **Save** button at the bottom of the page is clicked.

Use the memo field at the bottom of the Performance section to identify any footnotes referenced in the table above. Note that these footnotes are normally ordered by number and formatted like the following:

1/ This is the explanation associated with the footnote. The number corresponds to the number used in the table above and is immediately followed by a "/" and a space. The remaining text is the body of the footnote.

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. Note that the characteristics themselves will not be affected by the import. Only the Current Estimate data will be updated. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

Cost & Funding

The Cost & Funding section provides visibility into either the estimated costs that have been or are expected to be incurred in the life cycle of your program (baselined programs), or the funding that has been allocated to your program from the President's Budget (unbaselined programs). Unbaselined programs will display only total values for each cost category. Baselined programs will provide a more detailed breakout.

Unbaselined

UnBaselined Funding for VIPS (PNO: N89) DEC 2011 MAR [View this Submission](#)

Unbaselined MAR Funding Instructions [Show](#)

This investment does not have an approved program baseline. Therefore, the information provided here does not constitute an Original Estimate. The following funding data is extracted from the FY 2013 President's Budget documentation.

Unbaselined MAR Funding

Fiscal Year	RDT&E TY \$M	Procurement TY \$M	MILCON TY \$M	O&M TY \$M	WCF-C TY \$M	WCF-O TY \$M
2012	5.0	0.0	0.0	0.0	0.0	0.0
2013	10.0	0.0	0.0	0.0	10.0	0.0
2014	0.0	0.0	0.0	0.0	10.0	0.0
2015	0.0	0.0	0.0	0.0	10.0	0.0

Funding Memo

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your memo

Memo
Enter any Cost & Funding comments; this will be in the finalized MAR

Design HTML Preview

If your program is unbaselined, you are required to submit funding information for four funding years: the current FY, the current Budget Year and two years following the Budget Year. For each year, you must provide your total funding in each of the six appropriation categories provided. Note that unless this is your first MAR, data from your previous MAR will be used to initialize the data in this section. Since your previous MAR did not include data for the last year presented in this MAR, you will be required to complete that row. Note that it initializes with 0.0 entered in each appropriation category.

You should check all the values that have been automatically populated to be sure that they are correct for this report.

Although not shown on the screen, the following statement will automatically precede the Schedule information you enter: "This investment does not have an approved program baseline; therefore the information provided here does not constitute an Original Estimate." Therefore, there is no need to provide a statement to this effect.

If you have no funding to report, please confirm your need to report a MAR with your Component Headquarters and OSD.

Baselined

If your program is baselined, you must report all the relevant cost associated with each funding source for your program. By default, your Cost & Funding section will be populated with the structure from either your previous MAR or your MAR OE. Although it is not normally required, it is possible to alter that structure if you are now receiving funding from new funding sources or your program has changed its duration. Because of the level of detail required of this data entry, additional controls are required to support the data entry process. Notice that when you click on the Cost & Funding link to enter this section, the left sidebar changes. By default, the first section listed is the one first displayed. At any time you may proceed to other sections by clicking the appropriate link. At any time you may return to the main menu for the MAR edit capabilities using the MAR Edit Main Menu link in the “breadcrumbs” area of the header.

Add/Delete Funding Sources

The screenshot shows the 'Add/Delete Funding Sources for TMIP-J Inc 2 (PNO: M07) MAR Current Estimate' page. It includes a 'List of Funding Sources' table, an 'Add Selected Funding Source' button, a 'Delete Marked Funding Source(s)' button, and 'Import Indices' and 'Import Funding' sections. Callout boxes provide instructions for each of these features.

Category	Number	Source Name	Component	Mark to Delete
RDT&E	0400	Research, Development, Test, and Evaluation, Defense-Wide	DoD	<input type="checkbox"/>
Procurement	0390	Chemical Agents and Munitions Destruction, Defense	DoD	<input type="checkbox"/>
MILCON	0500	Military Construction, Defense-Wide	DoD	<input type="checkbox"/>
Acq O&M	0100	Operation and Maintenance, Defense-Wide	DoD	<input type="checkbox"/>

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import Funding** button. The screen will refresh and display the data associated with that submission. All funding associated with that submission will be loaded into memory. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

To add a new funding source, first select the funding source from the List of Funding Sources and then click the **Add Selected Funding Source** button. Funding sources are listed by component, account number, and description. Care should be taken to ensure

that the correct funding source is selected, particularly with Working Capital Funds, as the accounts may differ by only one character in the description of the account.

To delete a funding source, first click the “Mark to Delete” check box, then click the **Delete Marked Funding Source(s)** button. You must click the **Save** button to apply these indices to the database.

DAMIR also provides you with the capability to import your Escalation Indices using the controls in the “Import Escalation Indices for all Appropriations” panel. These controls allow you to select the source of the indices using radio button controls. To include the indices in your data, confirm the radio button selection and then click the **Import Indices** button. A message is provided to the right of this button indicating the source used for the indices. You must click the **Save** button to apply these indices to the database.

Note that, at this point in time, no indices can be imported for Working Capital Fund (WCF) accounts. Indices must be entered manually for these accounts. Contact your Component focal point for information regarding the indices to enter if you are reporting WCF.

Appropriations

[View this Submission](#)

RDT&E - Funding Setup for TMIP-J Inc 2 (PNO: M07) (MAR Current Estimate)

Appropriation Setup Instructions Show

Funding Source Start and End Year

Submission	Category	Appn	Name	Component	Start Year	End Year
Prior MAR	RDT&E	0400	Research, Development, Test, and Evaluation, Defense-Wide	DoD	No Prior	No Prior
MAR CE	RDT&E	0400	Research, Development, Test, and Evaluation, Defense-Wide	DoD	2012	2012

RDT&E Data Entry Options

Year by Year Totals Only
 Breaking out Flyaway & Support

Base Year Dollars
Confirm your MAR is referencing the correct Base Year

Breaking out Flyaway and Support assumes flyaway fully configured Quantity on a schedule (like Procurement) and that there is Support Cost for the Quantity.

Funding is in Fiscal Year 2000 Base Year Dollars (BY\$)

Continue
Select this button to continue to RDT&E's Annual Funding

Continue...

To enter detailed Cost data, click the link on the left sidebar representing the appropriation (funding source) you want to update. You will initially be presented with a screen indicating the Funding Setup for the selected appropriation. Please make sure you confirm or correct “Start Year” and “End Year” values as these define the funding profile for the appropriation. Note that you only need to identify years in which data will be entered.

It is not necessary for the entire program life span to be represented for each account. For RDT&E appropriations, you have the option of providing your Cost data in either a year-by-year total or in a year-by-year breakout of flyaway and support costs (similar to the Procurement format). In any case, after confirming or altering the settings for the appropriation, click the **Continue...** button to proceed to the data entry screen.

Year-by-Year Totals

[View this Submission](#)

RDT&E 0400 Annual Funding for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR Current Estimate

RDT&E Preparation Instructions Show

[View Base Year \\$](#)
Select this hyperlink to view the Appropriation 0400 table in Base Year \$

Import Escalation Indices

PB 2012 Indices **Import Indices** Import PB 2012 Escalation Indices: Appropriation 0400, Research, Development, Test, and Evaluation, Defense-Wide
 PB 2011 Indices

Appropriation 0400 - Research, Development, Test, and Evaluation, Defense-Wide

Fiscal Year	Import Indices	2012	Totals
Official PB 2012 DoD Indices		1.254106	
Escalation Indices		1.000000	
Research, Development, Test, and Evaluation, Defense-Wide (TY \$M)		0.0	0.0
MAR CE Appropriation 0400 (TY \$M) Total			0.0
Prior MAR Appropriation 0400 (TY \$M) Total			0.0
MAR CE RDTE (TY \$M) Total			0.0
Prior MAR RDTE (TY \$M) Total			0.0

TMIP-J Increment 2 RDTE Appropriation 0400 Memo

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your memo

Memo
Enter the RDT&E comments; this will be in the finalized MAR

Design <> HTML Preview

The only data entry requirements in this format are the indices and the cost and funding values for each year in the funding profile. You are provided the controls to import the escalation indices again should you need to correct them. You are also able to edit the escalation indices. These controls are provided in case the escalation indices are not available to import for your funding source. If the indices are available to import, it is not recommended that you modify them. Please contact your OSD point of contact if you feel such changes are necessary.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will allow you to switch between these views. Click on View Base Year \$ to view BY\$ values, and View Then Year \$ to view TY\$ values.

Note that BY\$ values are used for calculating warnings related to Significant and Critical Changes to your program.

Breakout of Flyaway and Support

[View this Submission](#)

RDTE 0400 Annual Funding for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR CE

RDTE Preparation Instructions Show

[View Base Year \\$](#)
Select this hyperlink to view the Appropriation 0400 table in Base Year \$

Import Escalation Indices

PB 2012 Indices PB 2011 Indices

Import Indices Import PB 2012 Escalation Indices: Appropriation 0400, Research, Development, Test, and Evaluation, Defense-Wide

Appropriation 0400 Research, Development, Test, and Evaluation, Defense-Wide - DoD

Fiscal Year	2012	Totals
Official PB 2012 DoD Indices	1.254106	
Escalation Indices	1.000000	
Recurring Flyaway		
End Item Related (TY \$M)	0.0	0.0
Non End Item Related (TY \$M)	0.0	0.0
Total Recurring Flyaway (TY \$M)	0.0	0.0
Nonrecurring Flyaway (TY \$M)	0.0	0.0
Total Flyaway (TY \$M)	0.0	0.0
Support	0.0	0.0
Total RDTE (TY \$M)	0.0	0.0
Fully Configured Quantity	0	0
Recurring Flyaway		
End Item Related Flyaway (BYS) aligned with Quantity	0.0	0.0
End Item Related Flyaway (BYS)	0.0	0.0
MAR Appropriation 0400 (TY \$M) Total		
Previous MAR Appropriation 0400 (TY \$M) Total		0.0
Current MAR RDTE (TY \$M) Total		0.0
Previous MAR RDTE (TY \$M) Total		0.0

RDTE TY \$M
Enter the RDTE Annual Funding

TMIP-J Increment 2 RDTE Appropriation 0400 Memo

Rich Text Field
Use these (spell check, bold, italic, underline, etc.) to edit your memo

Memo
Enter the RDTE comments; this will be in the finalized MAR

Design HTML Preview

The breakout format is similar to the Year-by-Year Totals format except that it contains a more detailed data entry structure for the cost and funding data. All dollars must be appropriately identified in the away and support categories provided. All dollars must total properly for each reporting year in the funding profile and across the breakout.

All dollars are entered in Then Year Dollars (TY\$). Base Year Dollars (BY\$) are available for reference. A link is provided at the top right of the main body of the screen that will allow you to switch between these views. Click on [View Base Year \\$](#) to view BY\$ values and [View Then Year \\$](#) to view TY\$ values.

Cost Summary

[View this Submission](#) [Print](#)

Cost Summary for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR OE

Cost Summary Instructions Show

Cost Summary - MAR Current Estimate

Appropriation Category	Prior MAR BY \$M Total	CE BY 2000 \$M Total	Prior MAR TY \$M Total	CE TY \$M Total
RDT&E		0.0	--	0.0
Procurement	--	0.0	--	0.0
Flyaway				
End Item Recurring	--	0.0	--	0.0
Non End Item Recurring	--	0.0	--	0.0
Nonrecurring	--	0.0	--	0.0
Total Flyaway	--	0.0	--	0.0
Support				
Initial Spares	--	0.0	--	0.0
Other Support	--	0.0	--	0.0
Total Support	--	0.0	--	0.0
MILCON		0.0	--	0.0
Acq O&M		0.0	--	0.0
Total Program Cost		0.0	--	0.0

Cost Summary

The Cost Summary page has column titles including: Prior MAR Base Year \$M, Current Estimate Base Year \$M, Prior MAR Then Year \$M and Current Estimate Then Year \$M

If you'd like to view the Cost data in a summary format, click on the [Cost Summary](#) link in the left sidebar. The Cost Summary shows the total Cost for each appropriation category. If there are multiple appropriations in any category, they are rolled-up to the total displayed here. Note that this view is for reference only and no data can be modified here.

Annual Funding Detail

[View this Submission](#) [Print](#)

Annual Funding Detail for TMIP-J Inc 2 (PNO: M07) - DEC 2011 MAR Current Estimate

Annual Funding Summary Detail Show

Appropriation 0400 - RDTE Research, Development, Test, and Evaluation, Defense-Wide					
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	TY \$M	BY 2000 \$M
2009	1.205011	--	--	9.0	7.5
2010	1.218357	--	--	4.0	3.3
2011	1.235268	--	--	8.0	6.5
2012	1.254106	--	--	7.0	5.6
2013	1.274975	--	--	5.0	3.9
2014	1.296547	--	--	5.0	3.9
Totals				38.0	30.7

Appropriation Annual Funding Detail
Every appropriation is broken out in annual detail tables with column titles including: Fiscal Year, Escalation Index, Official PB 20XX Escalation Index, etc.

Appropriation 0390 - Procurement Chemical Agents and Munitions Destruction, Defense - TY \$M											
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	End Item Recurring Flyaway TY \$M	Non End Item Recurring Flyaway TY \$M	Non Recurring Flyaway TY \$M	Total Flyaway TY \$M	Initial Spares TY \$M	Other Support TY \$M	Total Support TY \$M	Total Program TY \$M
2010	1.216200	--	--	--	5.0	--	5.0	--	9.0	9.0	14.0
2011	1.233035	--	--	--	4.0	--	4.0	--	8.0	8.0	12.0
2012	1.251683	--	--	--	7.0	--	7.0	--	7.0	7.0	14.0
2013	1.272306	--	--	--	7.0	--	7.0	--	7.0	7.0	14.0
2014	1.293935	--	--	--	7.0	--	7.0	--	7.0	7.0	14.0
2015	1.315932	--	--	--	7.0	--	7.0	--	4.0	4.0	11.0
Totals					37.0		37.0		42.0	42.0	79.0

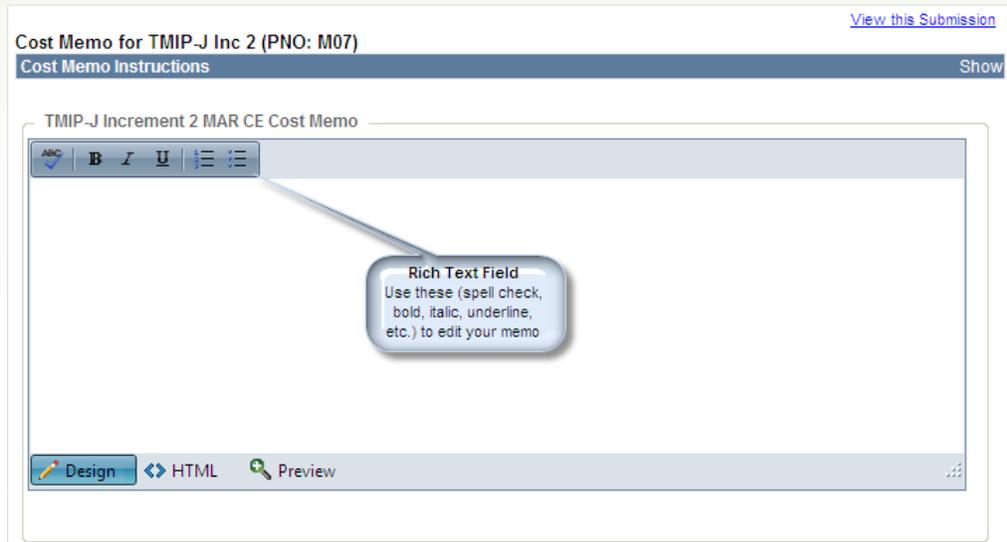
Procurement TY/BY
The Procurement appropriation annual funding tables are broken out between Base Year and Then Year

Appropriation 0390 - Procurement Chemical Agents and Munitions Destruction, Defense - BY \$M											
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	Quantity	End Item Recurring Flyaway BY 2000 \$M	Non End Item Recurring Flyaway BY 2000 \$M	Non Recurring Flyaway BY 2000 \$M	Total Flyaway BY 2000 \$M	Initial Spares BY 2000 \$M	Other Support BY 2000 \$M	Total Support BY 2000 \$M	Total Program BY 2000 \$M
2010	1.216200	--	--	--	4.1	--	4.1	--	7.4	7.4	11.5
2011	1.233035	--	--	--	3.2	--	3.2	--	6.5	6.5	9.7
2012	1.251683	--	--	--	5.6	--	5.6	--	5.6	5.6	11.2
2013	1.272306	--	--	--	5.5	--	5.5	--	5.5	5.5	11.0
2014	1.293935	--	--	--	5.4	--	5.4	--	5.4	5.4	10.8
2015	1.315932	--	--	--	5.4	--	5.4	--	3.0	3.0	8.4
Totals					29.2		29.2		33.4	33.4	62.6

Appropriation 0500 - MILCON Military Construction, Defense-Wide				
Fiscal Year	Escalation Index	Official PB 2013 Escalation Index	TY \$M	BY 2013 \$M
2010	1.241951	--	4.0	3.2
2011	1.261435	--	7.0	5.5
2012	1.000000	--	7.0	7.0
2013	1.304096	--	7.0	5.4
2014	1.326266	--	8.0	6.0
2015	1.348812	--	2.0	1.5
2016	1.371742	--	1.0	0.7
Totals			36.0	29.3

The Annual Funding Summary Detail page is provided in support of the MAR review process and is only reflected in the Purview Program View given the appropriate privileges. It is also not considered an official part of your MAR. This screen shows the funding stream detail for all Appropriations in your program, in both Base-Year (BY) and Then-Year (TY) dollars (\$M). This report provides you one screen showing all the detail you have supplied for your program cost and funding. Each RDT&E, MILCON, O&M, WCF-C, WCF-O, ORF-C, ORF-O appropriation is displayed in one table showing the fiscal years, escalations indices, BY dollars and TY dollars. Due to the complexity of Procurement appropriations, each Procurement appropriation is displayed in two tables, one for the TY dollars and one for the BY dollars. All Procurement funding element details (e.g., Flyaway & Support) are displayed. Some of this detail may not be displayed anywhere else in DAMIR.

Cost Memo



You may need to make comments that further explain your program Costs. This memo is a rich text data entry field that provides you with the opportunity to discuss anything that needs to be addressed related to costs for the program as a whole. If you have comments to make that relate to an individual appropriation, please use the memo on the screen for that appropriation instead.

All Programs

If you have previously submitted a MAR, this section should automatically be filled with data from that MAR. Please review the data in this section for correctness.

All dollar values must be entered to the nearest tenth, or 100 thousand dollars (\$0.x in millions).

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button. You may want or need to save periodically as you move through more complex Cost and Funding screens.

Operating & Support

O&S Cost for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

TMIP-J Inc 2 (PNO: M07)

O&S Cost Instructions Show

Import

Import O&S Cost information from another report for this program (Draft or Finalized) in DAMIR. This will override anything you've previously entered in O&S Cost

Editing MAR Current Estimate O&S Cost Information

MAR Submission	O&S Cost BY 2000 \$M	O&S Cost TY \$M
Prior MAR O&S Cost	None	None
Draft MAR O&S Cost	356.0	442.8

Draft MAR O&S Cost

Enter your BY & TY Draft MAR O&S Cost information

Save Cancel Last Updated: 10/12/2011 01:01:20 EST by Ms. Melanie H. Park

-- Select a Source -- Import

The Operating & Support (O&S) section estimates the costs associated with actual operation and support of the program over its lifecycle. This information is entered as a total estimate in both Base Year and Then Year dollars. If you submitted a previous MAR, the O&S Costs from that submission are provided for reference.

The data you enter in this section will not be saved to the database until you click on the **Save** button. At any time, you may return to the last saved version of the data section by clicking on the **Cancel** button.

If you have submitted data since your previous MAR through another vehicle and that data is present in the DAMIR system, it may be possible to import that data using the Import controls at the bottom of the page. Click the arrow button on the drop-down list to display the choices. If there is a source available from which you would like to import, click that item and then click the **Import** button. The screen will refresh and display the data associated with that submission. You may then make necessary changes and/or save the data to the database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

CAPE Cost

CAPE Cost for TMIP-J Inc 2 (PNO: M07) DEC 2011 MAR [View this Submission](#)

CAPE Cost Instructions Show

[Link to CAPE Cost Generator](#)

CAPE Cost

New Reference ID

CAPE Cost (999.9)

CAPE Cost Generator

Use this hyperlink, if you have access to .mil sites, to obtain information for the CAPE Cost panel below

New Reference ID

Copy & Paste Reference ID provided by the CAPE Cost Generator tool above

CAPE Cost

Enter CAPE Cost in the form: ###.##

Your MAR must include the CAPE estimate for cost to complete the report. This information is calculated by the CAPE Cost Calculator available at <https://www.cape.osd.mil/costguidance/>. A link to that website is provided at the top of this screen. Enter the results you receive from that website in this section. Enter the cost estimate provided by the calculator. Please also include the Reference ID. This information will not be included in the PDF generated version of your report; however, it will be included in a summary report and used to calculate the total cost to complete the MAR. You may make necessary changes and/or save the data to the

database using the **Save** button. If you choose not to use this information, click the **Cancel** button to restore the last saved version of the section.

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