



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

FEB 26 2007

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY
(INSTALLATIONS AND ENVIRONMENT)
ARMY ASSISTANT CHIEF OF STAFF FOR INSTALLATION
MANAGEMENT
ASSISTANT SECRETARY OF THE NAVY
(INSTALLATIONS AND ENVIRONMENT)
CHIEF OF NAVAL OPERATIONS (N-46)
MARINE CORPS ASSISTANT DEPUTY COMANDANT FOR
INSTALLATIONS AND LOGISTICS (FACILITIES)
ASSISTANT SECRETARY OF THE AIR FORCE
(INSTALLATIONS, ENVIRONMENT AND LOGISTICS)
AIR FORCE CIVIL ENGINEER
DIRECTOR, REAL ESTATE AND FACILITIES,
WASHINGTON HEADQUARTER SERVICES
DIRECTOR, ENTERPRISE SUPPORT, DEFENSE
LOGISTICS AGENCY
DIRECTOR, BUSINESS TRANSFORMATION AGENCY

SUBJECT: Instructions for Demonstrating Compliance with the Enterprise Transition Plan (ETP) and the DoD Business Enterprise Architecture (BEA)

This memorandum provides guidance for initiative-level implementation plans as required by the DoD Enterprise Transition Plan (ETP). This memorandum also provides guidance for individual system BEA compliance plans. The templates needed to comply with ETP milestones and to demonstrate BEA compliance are included.

Each Service, WHS, DLA, and BTA must submit initiative-level implementation plans to ODUSD(I&E)BEI according to the due dates provided in the ETP and must provide progress updates annually. As a reminder, the due dates for initiative-level implementation plans are:

Annual Progress Reporting
March 12, 2007

May 31, 2007

July 31, 2007

September 31, 2007

Real Property Inventory
Environmental Liabilities Recognition,
Valuation, and Recording
Construction in Progress
Hazardous Materials
Real Property Acceptance



Effective 1 March 2007, all documentation for system certifications and annual reviews required to track compliance with the BEA must be submitted to ODUSD(I&E) BEI at least 30 calendar days prior to the submission of a system certification or annual review package to the RP&ILM support team. It is expected that systems that cross functional areas will provide an integrated response to the assigned conditions.

This guidance is consistent with the Real Property Inventory Requirements guidance provided in the ETP, at the 19 July 2006 RP&ILM IRB, and the conditions placed on systems by RP&ILM, and it provides details specific to each functional area. As the BEA matures, additional compliance requirements may be applied to systems or initiatives at a future date.

For additional information, contact Mr. Robert Turkeltaub, robert.turkeltaub@osd.mil, 703-604-5578; Ms. Beth Cox, elizabeth.cox.ctr@osd.mil, 703-604-5778; or Ms. Sharon McKinney, sharon.mckinney.ctr@osd.mil, 703-604-6026.



Philip W. Grone
Deputy Under Secretary of Defense
(Installations and Environment)

Attachments:

1. Real Property Inventory Compliance Guidance and Templates
2. Construction in Progress Compliance Guidance and Templates
3. Real Property Acceptance Compliance Guidance and Templates
4. DoD Environmental Liabilities Recognition, Valuation and Reporting Compliance Guidance and Templates
5. Hazardous Materials (Hazmat) Compliance Guidance and Templates

cc:

Joint Staff, J-4

Assistant Secretary Of Defense (Networks and Information Integration)/DoD CIO
Director, Program Analysis and Evaluation

Attachment 1 – Real Property Inventory Compliance Guidance and Templates

Military Service or Agency Implementation Plans

Military Services and Agencies submitted their Real Property Inventory Requirements (RPIR) Implementation Plans in April 2006. Progress reports against these plans are required annually, to be submitted no later than October 31 each year.

Military Services and Agencies should use the RPIR Implementation Plan template and instructions found on the AT&L Portal.

System Compliance with BEA 4.0 and Beyond

There are three categories of systems to be evaluated for compliance with the RPIR in BEA 4.0: systems coming to the IRB for first time certification, systems with conditions, and systems coming for annual review in FY07 and beyond.

The table below identifies the documentation requirements for demonstrating compliance with the RPIR. Templates and instructions for the System Release Plan can be found on the AT&L portal.

| System Status | Documentation to be Submitted | Schedule |
|--|--|--|
| Systems coming to IRB for first time certification | <ul style="list-style-type: none"> – Completed System Release Plan documenting the current compliance with the RPIR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI – Three current system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | 30 calendar days prior to review by IRB |
| Systems with conditions | <ul style="list-style-type: none"> – Updated System Release Plan documenting the current compliance with the RPIR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI | March 30, 2007 for systems with existing BEA 4.0 condition |

| System Status | Documentation to be Submitted | Schedule |
|--|--|--|
| | <ul style="list-style-type: none"> - A progress report against IRB conditions - Three current system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>6 months after release date for future BEA releases if the condition exists</p> |
| <p>Systems coming for annual review in FY07 and beyond</p> | <ul style="list-style-type: none"> - Updated System Release Plan documenting the current compliance with the RPIR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI - Three current system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>30 calendar days prior to review by IRB</p> |

The data base schema will be loaded into the Real Property Information Model (RPIM) as a data asset and mapped to the RPIM Ontology Model using the resources provided in the data dictionary and the attribute spreadsheet. The completeness of the mapping will determine the degree of system compliance.

Attachment 2 – Real Property Construction in Progress Compliance Guidance and Templates

Military Service or Agency Implementation Plans

Military Services and Agencies are required to submit their Construction in Progress Requirements (CIPR) Implementation Plans no later than May 31, 2007. Progress reports against these plans are required annually, to be submitted no later than October 31 each year.

For the initial submission and the annual reporting, Military Services and Agencies should use the CIPR Implementation Plan template and instructions found on the AT&L Portal.

System Compliance with BEA 4.0 and Beyond

There are three categories of systems to be evaluated for compliance with the CIPR in BEA 4.0: systems coming to the IRB for first time certification, systems with conditions, and systems coming for annual review in FY07 and beyond.

The table below identifies the documentation requirements for demonstrating compliance with the CIPR. Templates and instructions for the System Release Plan can be found on the AT&L portal.

| System Status | Documentation to be Submitted | Schedule |
|--|--|--|
| Systems coming to IRB for first time certification | <ul style="list-style-type: none"> – Completed System Release Plan documenting the current compliance with the CIPR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI – Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | 30 calendar days prior to review by IRB |
| Systems with conditions | <ul style="list-style-type: none"> – Updated System Release Plan documenting the current compliance with the CIPR Implementation Plan and planned system | March 30, 2007 for systems with existing BEA 4.0 |

| System Status | Documentation to be Submitted | Schedule |
|--|--|---|
| | <p>changes using the template provided by ODUSD(I&E)BEI</p> <ul style="list-style-type: none"> - A progress report against IRB conditions - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>condition</p> <p>6 months after release date for future BEA releases if the condition exists</p> |
| <p>Systems coming for annual review in FY07 and beyond</p> | <ul style="list-style-type: none"> - Updated System Release Plan documenting the current compliance with the CIPR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>30 calendar days prior to review by IRB</p> |

The data base schema will be loaded into the Real Property Information Model (RPIM) as a data asset and mapped to the RPIM Ontology Model using the resources provided in the data dictionary and the attribute spreadsheet. The completeness of the mapping will determine the degree of system compliance.

Attachment 3 – Real Property Acceptance Compliance Guidance and Templates

Military Service or Agency Implementation Plans

Military Services and Agencies are required to submit their Real Property Acceptance Requirements (RPAR) Implementation Plans no later than September 31, 2007. Beginning in 2008, progress reports against these plans are required annually, to be submitted no later than October 31 each year.

For the initial submission and the annual reporting, Military Services and Agencies should use the RPAR Implementation Plan template and instructions found on the AT&L Portal.

System Compliance with BEA 4.0 and Beyond

There are three categories of systems to be evaluated for compliance with the RPAR in BEA 4.0: systems coming to the IRB for first time certification, systems with conditions, and systems coming for annual review in FY07 and beyond.

The table below identifies the documentation requirements for demonstrating compliance with the RPAR. Templates and instructions for the System Release Plan can be found on the AT&L portal.

| System Status | Documentation to be Submitted | Schedule |
|--|--|--|
| Systems coming to IRB for first time certification | <ul style="list-style-type: none"> – Completed System Release Plan documenting the current compliance with the RPAR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI – Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | 30 calendar days prior to review by IRB |
| Systems with conditions | <ul style="list-style-type: none"> – Updated System Release Plan documenting the current compliance with the RPAR Implementation Plan and planned system | March 30, 2007 for systems with existing BEA 4.0 |

| System Status | Documentation to be Submitted | Schedule |
|--|--|---|
| | <p>changes using the template provided by ODUSD(I&E)BEI</p> <ul style="list-style-type: none"> - A progress report against IRB conditions - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>condition</p> <p>6 months after release date for future BEA releases if the condition exists</p> |
| <p>Systems coming for annual review in FY07 and beyond</p> | <ul style="list-style-type: none"> - Updated System Release Plan documenting the current compliance with the RPAR Implementation Plan and planned system changes using the template provided by ODUSD(I&E)BEI - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>30 calendar days prior to review by IRB</p> |

The data base schema will be loaded into the Real Property Information Model (RPIM) as a data asset and mapped to the RPIM Ontology Model using the resources provided in the data dictionary and the attribute spreadsheet. The completeness of the mapping will determine the degree of system compliance.

Attachment 4 – Environmental Liabilities Recognition, Valuation and Reporting Requirements (ELVR&RR) Compliance Guidance and Templates

Military Service or Agency Implementation Plans

Military Services and Agencies are required to submit their Environmental Liabilities Recognition, Valuation, and Reporting Requirements (ELVR&RR) Implementation Plans no later than March 12, 2007. Progress reports against these plans are required annually, to be submitted no later than October 31 each year.

For the initial submission and the annual reporting, Military Services and Agencies should use the ELVR&RR Implementation Plan template and instructions found on the AT&L Portal.

Compliance with BEA 4.0

There are three categories of systems to be evaluated for compliance with the ELVR&RR in BEA 4.0: systems coming to the IRB for first time certification, systems with conditions, and systems coming for annual review in FY07 and beyond.

The table below identifies the documentation requirements for demonstrating compliance with the ELVR&RR. Templates and instructions for the System Release Plan can be found on the AT&L portal.

| System Status | Documentation to be Submitted | Due Date |
|--|--|--|
| Systems coming to IRB for first time certification | <ul style="list-style-type: none"> – Business process model (OV-6c) aligned with RPA-Perform ESOH Services in BEA for ELRV&RR – Completed EL system release plan that documents the current compliance and planned system changes, that uses the initiative implementation plan template, and that indicates the capabilities being supported – Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their | 30 calendar days prior to review by IRB date |

| System Status | Documentation to be Submitted | Due Date |
|---|---|--|
| Systems with conditions | <p style="text-align: center;">relationship to properties found in RP&ILM Information Model</p> <ul style="list-style-type: none"> - Business process model (OV-6c) aligned with RPA-Perform ESOH Services in BEA for ELRV&RR - Updated EL system release plan that documents the current compliance and planned system changes, that uses the initiative implementation plan template, and that indicates the capabilities being supported - A progress report against IRB conditions - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>March 30, 2007</p> <p>6 months after release date for future BEA releases if the condition exists</p> |
| Systems coming for annual review in FY07 and beyond | <ul style="list-style-type: none"> - Business process model (OV-6c) aligned with RPA-Perform ESOH Services in BEA for ELRV&RR - Updated EL system release plan that documents the current compliance and planned system changes, that uses the initiative implementation plan template, and that indicates the capabilities being supported - Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI prior to submission) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | <p>30 calendar days prior to review by IRB</p> |

The data base schema will be loaded into the Real Property Information Model (RPIM) as a data asset and mapped to the RPIM Ontology Model using the resources

provided in the data dictionary and the attribute spreadsheet. The completeness of the mapping will determine the degree of system compliance.

Attachment 5 – Hazardous Materials (Hazmat) Compliance Guidance and Templates

Military Service or Agency Implementation Plans

Military Services and Agencies are required to submit their Hazardous Materials (Hazmat) Implementation Plans no later than July 31, 2007. Progress reports against these plans are required annually, to be submitted no later than October 31 each year.

For the initial submission and the annual reporting, Military Services and Agencies should use the Hazmat Implementation Plan template and instructions found on the AT&L Portal.

Compliance with BEA 4.0

There are three categories of systems to be evaluated for compliance with the Hazmat in BEA 4.0: systems coming to the IRB for first time certification, systems with conditions, and systems coming for annual review in FY07 and beyond.

The table below identifies the documentation requirements for demonstrating compliance with the Hazmat. Templates and instructions for the System Release Plan can be found on the AT&L portal.

| System Status | Documentation to be Submitted | Due Date |
|---|--|---|
| Systems coming to IRB for first time certification | <ul style="list-style-type: none"> – Three system artifacts: <ul style="list-style-type: none"> • System data base schema from production system in xml format (or an alternate format approved by ODUSD(I&E)BEI) • Data dictionary for all entities and attributes in data base schema • Spreadsheet listing all attributes in data base schema grouped by entity and their relationship to properties found in the RP&ILM Information Model | 30 days prior to review by IRB |
| Systems with conditions | <ul style="list-style-type: none"> – Hazmat implementation plan identifying additions or changes to Management Systems and IT Systems, as well as planned Product Hazard Data Master interface (PHDMI) development, in the Hazmat implementation planning template – A progress report against IRB conditions | March 30, 2007 6 months after release date for future BEA releases if the condition exists |
| Systems coming for annual review in FY07 and beyond | Hazmat implementation plan identifying additions or changes to Management Systems and IT Systems, as well as planned PHDMI | 30 days prior to review by IRB |

| System Status | Documentation to be Submitted | Due Date |
|----------------------|---|-----------------|
| | development, in the Hazmat implementation planning template | |

The data base schema will be loaded into the Real Property Information Model (RPIM) as a data asset and mapped to the RPIM Ontology Model using the resources provided in the data dictionary and the attribute spreadsheet. The completeness of the mapping will determine the degree of system compliance.