

Communications

COMMAND AND CONTROL (C2) INITIATIVES PROGRAM (C2IP)

This instruction prescribes procedures within the United States Transportation Command (USTRANSCOM) for management of Command and Control Initiatives Program (C2IP). It implements Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 7401.02A, CINC Command and Control Initiatives program. It implements timely, low-cost, near-term improvements to Command and Control (C2) systems. This instruction is applicable to all personnel assigned to USTRANSCOM at Scott AFB, Illinois, Air Mobility Command (AMC), Military Sealift Command (MSC), and Military Traffic Management Command (MTMC). Send comments and suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ6, 508 Scott Drive, Scott AFB IL 62225-5357. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

SUMMARY OF REVISIONS

Incorporates the guidance prescribed in CJCSI 7401.02. Updates fiscal guidelines and validating criteria. Adds Attachment 4, C2IP Completion Report. Note: Since this instruction has been revised in its entirety, asterisks will not be used to identify revised material.

1. References, Abbreviations, Acronyms, and Terms. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Responsibilities:

2.1. The USTRANSCOM Director of Command, Control, Communications and Computer Systems (TCJ6) is responsible for the development of the C2IP for USTRANSCOM. A TCJ6 action officer is appointed as the command Program Manager (PM) for management and financial responsibilities.

2.2. Monthly, or as requested, the command PM will prepare a status of C2IP funds for the Joint Staff which will reflect the following data: funds received and date received; date and amount distributed and reallocated for projects. At the end of each fiscal year, the command PM will reconcile data from the components and USTRANSCOM staff Points of Contact (POCs).

2.3. Each USTRANSCOM office, serving as the Office of Primary Responsibility (OPR) for a C2IP project, will provide a POC for each project.

2.4. Transportation Component Commands (TCCs) are responsible for implementing the C2IP for their staffs and subcomponent agencies. Each TCC appoints a central C2IP PM as well as a POC for each project submitted.

2.5. The command PM receives, manages, and disburses C2IP funds for USTRANSCOM.

3. Policies and Procedures:

3.1. Annually, (typically in August in preparation for the next fiscal year) TCJ6 forwards to the Joint Staff (JS), Director for Command, Control, Communication, and Computers (J6), a list of proposed C2IP projects approved by the Deputy Commander in Chief (DCINC), USTRANSCOM. For projects receiving JS approval and funding, appropriated funds are given to the Commander in Chief (CINC), USTRANSCOM, for improvements to C2 systems. The definition of a C2 system as stated in the Joint Publication (JP) 1-02 is "the facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the mission assigned."

3.2. The CINCs are expected to use these funds in a discretionary manner, to implement timely, low-cost, near-term improvements to their C2 systems to meet their needs resulting from unforeseen situations. Improvements made under this program should discernibly increase the readiness and combat capability of the command by enhancing the CINC's ability to command and control forces.

3.3. Projects possessing a well-defined, responsive execution plan are given priority.

3.4. Component/subcomponent projects must support USTRANSCOM.

3.5. A Project cannot exceed \$300,000 total cost (all appropriations).

3.6. Two types of C2IP funds are available: Operations and Maintenance (O&M) and Procurement. The guidelines for the use of C2IP funds are:

3.6.1. These are discretionary funds for the CINCs--not for the JS, Services, or Office of the Secretary of Defense (OSD). Funds cannot be diverted without OSD approval.

3.6.2. Incremental funding--these funds are for near-term fixes and cannot be used to fund purchases of equipment or services for a specific project, year after year. Any continuing need for funds to support C2 projects begun under this program must be included in the agency's normal O&M budget.

3.6.3. Logistics--Equipment purchased under this program should be supported through standard Department of Defense (DoD) logistics channels or have provisions for follow-on contractor support included in the agency's normal O&M budget.

3.6.4. Manpower--C2IP funds will not be used for additional manpower requirements generated from projects; however, funds can be used for TDY to bring unique expertise to work on a specific project or problem.

3.6.5. Software--These funds can be used to upgrade software for an existing C2 system.

3.6.6. Hardware--These funds are not to be used for the proliferation or procurement of computers (hardware) and related systems which enhance office word processing capability. Purchase of hardware must be related directly to C2.

3.6.7. These funds will not be used for projects that have been specifically denied or deleted in the Planning, Programming, and Budgeting System (PPBS) process at the Service headquarters, OSD, Office of Management and Budget (OMB), or Congressional level, unless approved by OSD or JS.

3.7. Since C2IP funds implement timely, low-cost, near-term improvements to the CINC's C2 systems, early obligation of funds for projects is essential to the program. The implication of "immediate need" should lead to the requirement to obligate funds expeditiously. Only by ensuring early obligation can additional funds be obtained to support approved projects and to ensure funds are not withdrawn.

3.7.1. O&M funds must be 100 percent obligated in the first year. In addition, 80 percent must be obligated by 31 July. Procurement funds must be 90 percent obligated the first fiscal year. In addition, 80 percent obligation is expected by 31 July, and 100 percent obligation is expected within 1 year after receipt of funds due to the short-term nature of the projects. Out-of-cycle projects will have a mandatory obligation date when forwarded to the appropriate PM and POC for each project. In all cases, funds must be obligated within the same fiscal year the funds are provided, unless waived by the command PM. This serves to assist the financial oversight process and to gauge the health of the program. Failure to meet these targets will result in major reductions to follow-on C2IP budgets.

3.7.2. Waivers to retain funds beyond the published time frames must be obtained 14 days prior to termination dates. Requests for waivers should be forwarded to the command PM describing in detail the reason for delay in obligating funds and providing an estimated obligation date.

3.7.3. Early commitment, obligation, and expenditure of C2IP funds for approved projects are critical for the program's continued existence. Vendors on the General Services Administration

(GSA) schedule should be considered first priority to provide equipment or services needed because the agency can be expected to meet customer needs within required time frames.

3.8. C2IP procurements will comply with applicable directives and procedures concerning resource management of accountable and/or nonaccountable equipment, supplies, etc. Accountable equipment and supplies purchased with C2IP funds must be entered into the organization's inventory records when issued and while in use. For equipment obtained through the C2IP that is used by, or located at another office, the equipment must be "logged" into the gaining organization's inventory records by their equipment custodian or supply officer. Obtaining C2IP funds to support a project does not negate the approval process or other regulatory requirements within component commands.

3.9. It is mandatory for all emerging systems and system upgrades to comply with DoD Joint Technical Architecture (JTA). It specifies a set of performance-based information processing, transfer, content, format, and security standards. These standards specify the logical interfaces in C4I systems that directly support them. The JTA is applicable to all Command, Control, Communications, Computer, and Intelligence (C4I) systems and the interfaces of other assets with C4I systems, including weapon systems, sensors, office automation systems, etc. All C2IP project proposals must address planned actions to achieve Defense Information Infrastructure/Common Operating Environment (DII/COE) compliance.

3.10. If, for expediency in obligation, a C2IP project is accomplished as a separate item on an existing contract, the project submission must indicate the relationship of the C2IP project to the otherwise funded program. The C2IP cannot be used to expand the scope of separately approved and funded projects or programs, nor to replace funds cut by budgetary decisions.

4. USTRANSCOM Submission of Proposed C2IP Projects to the Joint Staff:

4.1. Staff directorates and direct reporting element chiefs, as well as components, may submit proposed C2IP projects for funding to the command PM.

4.1.1. All component PMs will review their projects to ensure that required information, complete description, and adequate justification are provided, and their projects meet basic Joint Staff guidelines. They will forward their projects to the command PM in a prioritized list as determined by their respective commands. USTRANSCOM staff and AMC will include an approved Communications-Computer Systems Requirements Document (CSRD) for each project submitted. MTMC and MSC will include equivalent document. The command PM will be responsible for obtaining an approved prioritized list for projects submitted by the USTRANSCOM staff.

4.1.2. The command PM will submit the proposed projects to the USTRANSCOM Configuration Control Board (CCB) and the Functional Panel for review, approval, and

prioritization in accordance with USTRANSCOMI 33-9. Projects will be sent to the DCINC for final USTRANSCOM approval before they are released to Joint Staff for approval and funding.

4.1.3. The command PM will forward the approved, prioritized list of projects, to the JS/J6, Deputy Director of Programs and Budget (J6-PB) for approval and subsequent funding. Correspondence will be provided to appropriate components and directorates informing them of the status of their C2IP projects.

4.2. C2IP project proposals must be submitted to the command PM in the format shown at Attachment 2 in accordance with the following schedule.

4.2.1. Mid-February. The command PM alerts components and USTRANSCOM staff to begin developing and screening proposed C2IP projects, and determining the priority of projects.

4.2.2. Mid-April. The command PM sends out the "call" for proposed projects for the following fiscal year.

4.2.3. Fifteenth of May. Proposed projects for C2IP funding for the next fiscal year must arrive at TCJ6 by 15 May. The justification must meet the JS guidelines outlined in this instruction and each project must identify a POC and designate the agency which will receive the Military Interdepartmental Purchase Request (MIPR) or AF Form 616, Fund Cite Authorization (FCA), funds.

4.2.4. First of July. The command PM resolves each project's funding suitability and prepares copies of each project's description along with a list of proposed projects by 1 July. This is presented to the CCB and Functional Panel for review, approval, and prioritization. The package is then forwarded to the DCINC for approval and signature.

4.2.5. First of August. The final prioritized package is submitted to the JS/J6-PB for approval and funding by 1 August.

5. Obligating Funds for JS Approved Projects:

5.1. JS/J6-PB advises the command PM of projects that were: (1) approved and funded, (2) approved but unfunded (these projects may be funded later in the fiscal year if funds become available), and (3) disapproved. A JS message advises the command PM of projects and the amount of money allocated and simultaneously directs the disbursing organization to forward funds via funding documents to the command PM. The command PM advises the respective USTRANSCOM directorate, office, or component PM of the projects approved and the amount of funds allocated.

5.2. When funds are issued via a MIPR or an AF Form 616, they are issued against a specific project and cannot be applied to other approved projects without TCJ6 and JS/J6-PB approval. Procedures of USTRANSCOMI 63-2 will be followed on all MIPRs.

5.3. Individual PMs and POCs are responsible for ensuring funds are obligated within the time frame cited in paragraph 3.7.1. The command PM must approve waivers to this policy. Funds which are in excess of those required become part of the uncommitted C2IP reserve. TCJ6 will direct the use of these funds upon obtaining approval from the JS.

6. Status Reporting to the Command PM for JS Approved and Funded C2IP Projects:

6.1. Component PMs and USTRANSCOM staff POCs that receive C2IP funds will provide quarterly status reports for each project in the format provided at Attachment 3. These quarterly status reports are sent to the command PM according to the schedule in Attachment 3.

6.2. Component PMs and project POCs will ensure that copies of contracts and all other obligating documents relevant to funding are forwarded promptly to the command PM. Failure to comply in a timely manner will jeopardize project funds. TCJ6 or JS/J6 will either reallocate or withdraw funds not obligated within the required time frames.

6.3. Project POCs will submit a completion report (Attachment 4) through the appropriate PM to the command PM on each C2IP project completed. Reports will be submitted within 30 days of completion in the format provided at Attachment 4.

7. Status Reporting to the JS/J6-PB, for JS Approved and Funded C2IP Projects. The command PM will provide to JS/J6-PB, by 15 October each year, a report of the current and the two prior fiscal years. This annual report will display the status of all funds received to include: project title, fiscal year, estimated cost (per original request); contract award date (if no contract has been awarded as of date of report, so indicate and provide estimated date of award); actual cost (per contract); contract completion date; contract number; reconciliation (use to explain differences, if any, between estimated cost and contract cost); remarks--optional (primarily for statements which will assist to understand the status of the project); examples of equipment bought under the program which contributed to unique mission capabilities, along with a description and graphics/photographs of the equipment.

STEPHEN E. KELLEY, Brigadier General, USAF
Director, Command, Control, Communications
and Computer Systems

4 Attachments

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Format for the Submission of C2IP Proposals
3. Quarterly C2IP Obligation Project Status Report
4. C2IP Completion Report

DISTRIBUTION: X (TCCC-X, TCIG, TCJA, TCJ1-I, TCPA, TCFP, TCRC, JS/J6, Pentagon, Rm 1, D825, J6P, Washington DC 20318-6000; MSC/N6, Washington DC 20398-5100; MTMC/MTIM-P, 5611 Columbia Pike, Falls Church VA 22041-5050; HQ AMC/SC - 1 each; TCJ8, TCSG - 2 each; JTCC, TCDC-JS, TCJ1, TCJ2, TCJ5, TCJ6 - 5 each; TCJ3/J4 - 13)

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A--References

Assistant Secretary of Defense Memo, Commander in Chief (CINC) Command and Control Initiatives, 1 April 1980.

Chairman Joint Chiefs of Staff Instruction (CJCSI) 7401.02A, CINC Command and Control Initiatives Program.

Joint Pub 1-02, DoD Dictionary of Military and Associated Terms.

USTRANSCOM Instruction 33-9, Command, Control, Communications and Computer Systems Configuration Management.

Section B--Abbreviations and Acronyms

AMC - Air Mobility Command

C2 - Command and Control

C2IP - Command and Control Initiatives Program

C4I - Command, Control, Communications, Computers, and Intelligence

CCB - Configuration Control Board

CINC - Commander in Chief

CSRSD - Communications-Computer Systems Requirements Document

DCINC - Deputy Commander in Chief

DII/COE - Defense Information Infrastructure/Common Operating Environment

DoD - Department of Defense

FCA - Fund Cite Authorization

GSA - General Services Administration

JP - Joint Publication

JS - Joint Staff

JTA - Joint Technical Architecture

MIPR - Military Interdepartmental Purchase Request

MSC - Military Sealift Command

MTMC - Military Traffic Management Command

O&M - Operations and Maintenance

OMB - Office of Management and Budget

OSD - Office of the Secretary of Defense

PM - Program Manager

POC - Point of Contact

PPBS - Planning, Programming, and Budgeting System

TCC - Transportation Component Command

TCJ6 - USTRANSCOM Director of Command, Control, Communications and Computer Systems

USTRANSCOM - United States Transportation Command

Section C - Terms

Not used.

FORMAT FOR THE SUBMISSION OF COMMAND AND CONTROL INITIATIVE PROGRAM (C2IP) PROPOSALS

PURPOSE. Each C2IP proposal must stand alone and contain elements of information needed to ensure that it conforms to program guidelines established in this attachment.

FORMAT. Use the following format for all annual and out-of-cycle submissions. Provide all information or indicate not applicable. Unclassified proposals are preferred. Otherwise, classify each paragraph and be concise. Limit length to single-spaced, typed 1-1/2 pages excluding any interoperability information.

USTRANSCOM PRIORITY NUMBER. Leave blank.

PRIORITY NUMBER. The highest priority C2IP proposal should be numbered as one. For out-of-cycle projects, indicate priority with respect to previously submitted proposal (e.g., 1A, 4B).

TITLE. Short title of project.

PREVIOUS HISTORY. Explain all previous or current attempts to obtain funding for the C2IP proposal. Indicate if this proposal is a C2IP resubmission. Identify original submission, indicate if Joint Staff validation was obtained, and state why proposal is resubmitted. Note: Projects should not be submitted for more than one funding source.

COST. Estimate of nonrecurring cost for acquisition should be as accurate as possible in terms of procurement and/or Operations and Maintenance (O&M) funds. As appropriate, itemize equipment, quantity, and unit cost. Provide a breakout and the total cost of Communications Security (COMSEC) resources, if needed. If provided by Service (COMSEC) accounts, identify those accounts by command and COMSEC account number. Also include cost of leased communications, if any, and source of funding. Seek assistance from servicing comptroller for correct appropriation type.

DESCRIPTION. Describe equipment, software, or services to be acquired. Explain what it is or does. Identify equipment by nomenclature.

JUSTIFICATION. Explain how the project will improve the CINC's C2 capability. Be brief and clearly relate the definition of C2 systems as defined in Joint Pub 1-02 and to the provisions of this instruction especially unforeseen circumstances and immediate need. State why existing systems cannot satisfy this requirement. Indicate objectives, missions, or functions that will be adversely impacted by failure to acquire funding approval. Describe how the project will fit into the C4I for the Warrior concept.

INTEROPERABILITY. Describe how this project will interoperate with existing equipment and how compliance with the Defense Information Infrastructure/Common Operating Environment (DII/COE) will be achieved. Show interoperability between Services, if applicable.

INTEGRATED COMMUNICATIONS DATA BASE (ICDB) NUMBER. Include for all satellite communications requirements.

TRAINING. Describe additional training required for the project and explain how training will be funded and who will conduct it.

ADDITIONAL HUMAN RESOURCES. Indicate whether additional human resources are required as a result of the proposed project.

LOGISTICAL SUPPORT. Indicate the amount, type, and provider.

OUT YEAR SUPPORT COST. Describe other costs required by, or as a result of, the project such as recurring maintenance. Follow-on O&M costs are not fundable through the C2IP. Explain how out-year costs will be funded.

WAIVERS. Describe any requested waivers. Waivers from C2IP guidelines, existing standards, and other guidance must be addressed.

PROCUREMENT PLAN. Describe acquisition strategy and how funds will be obligated within established time limits.

SEND FUNDS TO. Organization or office accepting the Military Interdepartmental Purchase Request (MIPR). The MIPR address must be the accepting activity's responsible accounting and finance office or the project management point of contact. Include the full mailing address, e-mail address, point of contact, Defense Switched Network (DSN) and commercial phone number.

PROJECT MANAGEMENT POC. Individual, rank, office, mailing address (include APO), DSN and commercial phone number of POC and alternate (if applicable) for the project.

QUARTERLY C2IP OBLIGATION PROJECT STATUS REPORT

PURPOSE. Quarterly, each component Program Manager is required to submit to TCJ6-PL a written status report of projects and allocated funds for current year. Reports are due on the following dates:

DATE	QUARTER
1 Jan	1st
1 Apr	2nd
1 Jul	3rd
1 Oct	4th

COMPLETED C2IP PROJECTS. Project title and the completion date. See Attachment 4 for C2IP Completion Report format.

ACTIVE C2IP PROJECTS

DATE OF REPORT. Self-explanatory.

PROJECT TITLE. Use the same short title as was submitted for project approval .

ORIGINAL ESTIMATED COST. From original submission.

PROCUREMENT STATUS. Self-explanatory.

AWARDED CONTRACT:

Name/address of contractor(s).

Contract number.

Date approved--month and year.

Expected delivery date--month and year.

Contract amount (dollar value).

Current Status (short statement of progress of project).

Changes or adjustments (short statement if the equipment, amount, and/or delivery date changed).

CONTRACT HAS NOT BEEN AWARDED. Provide the date that you anticipate award and current status (e.g., out for bid, expect award in 30 to 60 days, additional funds required, awaiting new MIPR).

IF PROCUREMENT VEHICLE NOT A CONTRACT. If not a contract, describe what it is and the status.

PROCUREMENT VEHICLE IS MIPR. Provide MIPR number and date accepted or rejected and the reason for the rejection.

END-OF-YEAR REPORT. On the last quarterly report (1 Oct report only) explain the difference between estimated cost and actual cost. Provide amount of funds used and amount of funds that can be returned for redistribution to include the date your office returned the funds or expects to return them. Final disposition of funds must be clearly explained in this report.

C2IP COMPLETION REPORT

PURPOSE. Each project POC is required to submit a completion report on each C2IP project within 30 days of completion.

FORMAT. Use the following format: a short, typed, single page report with the following information:

DATE OF REPORT. Self-explanatory.

PROJECT TITLE. Use the same short title as was submitted for project approval.

TOTAL COST. The total cost and appropriation(s).

START DATE. Self-explanatory.

COMPLETION DATE. Self-explanatory.

CONTRACTOR. Name of contractor(s) involved in the project.

LESSONS LEARNED. Brief synopsis of any problem or event unique to this project.

WAR FIGHTER IMPACT. A short descriptive paragraph to include how the project increases the war fighter capability.

PHOTOGRAPH. An unclassified photograph of the completed project (optional). The photograph is not required; however, it is beneficial when demonstrating C2IP benefits to DoD senior officials.