

(Note: This section extracted from the larger document available at: http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf)

2-6. Information technology waiver requirements process

a. Background. The waiver process is the resource implementation of Army Knowledge Management (AKM) Goal 1, “Adopt governance and cultural changes to become a knowledge-based organization.” The AKM Goal 1 waiver process provides the visibility required to ensure that non-IT programmed dollars spent on IT initiatives are appropriately documented and meet Army guidelines for IT investments.

b. Applicability. This guidance applies to all IT expenditures over \$25,000 used for Operation & Maintenance, Army (OMA), and \$100,000 for research, development and acquisition. AKM Goal 1 waivers are not a mechanism to obtain additional funds beyond that which already exists in the requestor’s budget.

c. Procedures. The Army CIO/G-6 publishes annual AKM Goal 1 Resource Execution Guidance and Year-End Review Guidance to reiterate the waiver requirement, communicate changes in the process, and provide updated lists of CIO-managed MDEPs, IT Army program elements, and IT elements of resource. These lists are all used to report IT expenditures and in evaluating whether a waiver is required.

d. Waivers. All waiver requirements are processed through the workflow process automation application located on AKO. The waiver form and accompanying workflow instructions may be accessed at <https://akodisc4ko1.us.army.mil/intranet/workflow/home.jhtml>. A link to the End-User Guide is also provided on the application’s main page. Figure 2-6 shows the workflow steps.

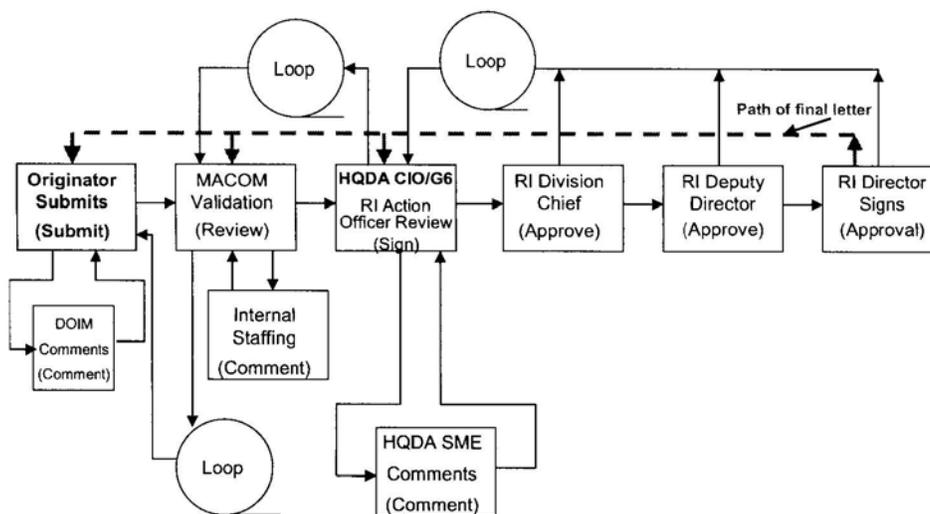


Figure 2-6. AKM goal 1 waiver workflow

e. Installation functions At the installation level, mission commanders need to coordinate IT requirements with the DOIMs for standards, accreditation, networkiness, Information Installation Infrastructure Architecture (I3A), and similar Army standards even though funding with mission dollars. The tenant agency may include the agency information management officer (IMO) in the internal organization review as a commenter. This does not require adapting the current Goal 1 waiver process steps because the IMO review cannot be substituted for the DOIM review.

f. DOIM functions. DOIMs will not validate mission requirements but will review requirements to ensure compliance with standards; they should determine whether the requirements are on the

nonreimbursable or reimbursable services list and offer applicable reimbursable services to the mission commander. NETCOM/enterprise System Technology Activity provides a technical control review and validates all enterprise-level fielding requirements. AKM Goal 1 waivers for garrison requirements are originated by the local DOIM and staffed through the RCIO for comment before submission to Headquarters (HQ) IMA for MACOM validation.

g. MACOM functions. MACOM senior IM officials review and approve all MACOM C4/IT mission requirements, ensure compliancy with overall funding guidance and AKM goals and standards prior to forwarding to Army CIO/G-6.

h. HQDA CIO/G-6 functions. The Director, Resource Integration ensures all requirements are reviewed for enterprise solutions, goals and policies, prior to approval.

i. End-of-year procedures and reporting requirements. The AKM Goal 1 year-end process is intended to alleviate time constraint issues involved in obligating resources during year-end and applies to all MACOMs, HQDA functional proponents, and direct reporting units that plan to migrate non-IT programmed dollars at year end to procure IT goods and services. End-of-year waiver requests are processed through the “process automation application.” The waiver originator should select “end-of-year waiver” in the new process window in order to access the correct form. All end-of-year waiver requests follow the same review and approval steps as waivers that have funds already identified. Followup verification reporting is required for all approved end-of-year waivers.

j. Common communications and computing infrastructure semiannual reporting requirements. MACOMs and HQDA functional proponents are required to report CCCI expenditures using the CCCI reporting tool within the “process automation application” (see para 2-5d). CCCI includes all equipment and services that Army organizations provide to the majority of their workforce for common use. This does not include common IT services provided by the installation DOIM. Examples of CCCI are: personal computers, office automation software other than commercial products covered under the Enterprise License Agreement, networking equipment, copiers, scanners, and printers. These semi-annual reports must be completed within 30 days following the end of the reporting period (October through March and April through September).