

SPAWARINST 5450.35
SPAWAR 08-44
31 Jan 02

SPAWAR INSTRUCTION 5450.35

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND INFORMATION
TECHNOLOGY CENTER (SPAWARINFOTEHCEN) CHARTER

Ref: (a) OPNAVNOTE 5450 of 20 Nov 00

Encl: (1) Space and Naval Warfare Systems Command Information
Technology Center Charter

1. Purpose. To establish a charter for Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTEHCEN) to improve Department of Defense readiness and operational capability by delivering effective enterprise-wide integrated Information Management/Information Technology (IM/IT) solutions and life cycle support that reduces cost of supported functions.
2. Background. The SPAWARINFOTEHCEN will function as the COMSPAWARSYSCOM echelon 3 field activity with primary responsibility for business solutions.
3. Responsibilities. The SPAWARINFOTEHCEN Charter (provided as enclosure (1)) defines command responsibilities.
4. Action. The SPAWARINFOTEHCEN Charter will be reviewed and updated on (at least) an annual basis, to accurately reflect the dynamic and evolving nature of the SPAWARINFOTEHCEN.

/S/
K. D. SLAGHT

Distribution:

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**SPACE AND NAVAL WARFARE SYSTEMS COMMAND INFORMATION TECHNOLOGY
CENTER CHARTER**

1. Mission. To improve Department of Defense (DoD) readiness and operational capability by delivering effective enterprise-wide integrated Information Management/Information Technology (IM/IT) solutions and life cycle support that reduces cost of supported functions.

2. SPAWARINFOTECHCEN Functions and Coordination.

SPAWARINFOTECHCEN operations and administration will be guided and accomplished as indicated below:

a. SPAWARINFOTECHCEN will serve as the Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) echelon 3 Field Activity with primary responsibility for business solutions. The SPAWARINFOTECHCEN serves as the development, integration, and in-service agent for business enterprise software solutions assigned to COMSPAWARSYSCOM including legacy systems/programs for the Department of the Navy (DON) and other joint efforts within the DoD.

b. Program Executive Office for Information Technology (PEO(IT)) Initiatives. PEO(IT) is responsible for program management and execution of Enterprise Solutions and related programs. As the technical arm of PEO(IT), SPAWARINFOTECHCEN will coordinate directly with PEO(IT) for mutually agreed-upon, appropriate levels of technical and administrative support. SPAWARINFOTECHCEN shall ensure COMSPAWARSYSCOM is apprised.

c. COMSPAWARSYSCOM (PD-15) Support. COMSPAWARSYSCOM (PD-15) will provide program management support of COMSPAWARSYSCOM systems falling under DoD 5000 (series) acquisition guidelines. SPAWARINFOTECHCEN project managers will coordinate with COMSPAWARSYSCOM (PD-15) for mutually agreed-upon, appropriate levels of technical and administrative support.

d. Legacy Systems Approaching End of Life. No new functionality or upgrades requiring additional budget resources will be developed without COMSPAWARSYSCOM (as appropriate) approval. Whenever practicable and where it makes sense, SPAWARINFOTECHCEN will develop multi-functional maintenance

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support teams, and establish a common system support methodology to reduce operation and maintenance costs.

e. Resource and Functional Sponsor Interface. COMSPAWARSYSCOM and PEO(IT) retain the primary responsibility for interfacing with resource, functional, and program sponsors for all non-reimbursable systems, applications, and work. SPAWARINFOTEHCEN project managers will coordinate with the appropriate COMSPAWARSYSCOM Program Directorate, Program Management, PEO(IT), or other appropriate codes prior to engaging in resource, functional, or business development discussions. SPAWARINFOTEHCEN having historically interfaced directly with sponsors, this shift of interfacing responsibility will require a transition period, and will be fully effective on 1 October 2002. Direct liaison and coordination with other COMSPAWARSYSCOM echelon 3 activities is authorized and encouraged.

f. Program Objective Memorandum (POM) inputs and SPAWARINFOTEHCEN Business Plan. In preparation for COMSPAWARSYSCOM coordinated POM submission, SPAWARINFOTEHCEN will develop their POM input for submission to COMSPAWARSYSCOM. SPAWARINFOTEHCEN's Business Plan will align with and reflect their POM input submission. This process will require a transition period and will be fully effective on 1 October 2002. COMSPAWARSYSCOM (PD-15), COMSPAWARSYSCOM (PMW-151), and PEO(IT), as appropriate, will provide fiscal oversight and guidance in their respective areas of responsibility. COMSPAWARSYSCOM (PD-15) and (PMW-151) has cognizance over SPAWARINFOTEHCEN's developmental programs of record, with COMSPAWARSYSCOM providing overall oversight of the SPAWARINFOTEHCEN fiscal and business plans. COMSPAWARSYSCOM (SPAWAR 01) will provide close liaison with the SPAWARINFOTEHCEN Comptroller (ITC00F) for fiscal policy and guidance.

g. DON Business Solutions. SPAWARINFOTEHCEN shall define, establish, and maintain an organization capable of providing Enterprise Management (EM) and Enterprise Integration (EI) of information systems (including legacy system migration) within the scope of assigned business systems and other assigned programs.

h. Operational Support. SPAWARINFOTECHCEN will develop and maintain an operational and data environment for Enterprise Solutions, including web portals and web portal integration. SPAWARINFOTECHCEN shall provide in-service engineering support for the maintenance of hardware and software, and a comprehensive enterprise management function to include asset management, performance monitoring, and problem management.

i. Help Desk. SPAWARINFOTECHCEN will maintain and operate the SPAWARINFOTECHCEN Help Desk, coordinating with other COMSPAWARSYSCOM activities to eliminate any possible redundancies.

j. DoD and Congressional Liaison. SPAWARINFOTECHCEN will interface with DoD and Congressional offices under the direction, authority, and guidance of COMSPAWARSYSCOM, consistent with the Secretary of the Navy (SECNAV) policy and guidance from the Office of Legislative Affairs (OLA).

k. Other Duties. SPAWARINFOTECHCEN will perform other duties, projects, and programs as assigned by COMSPAWARSYSCOM, PEO(IT), or DON Chief Information Officer DON(CIO).

3. SPAWARINFOTECHCEN Principal Billets' Authority and Responsibilities

a. SPAWARINFOTECHCEN Director (ITC00)

(1) Reports to COMSPAWARSYSCOM. Responsible for managing all COMSPAWARSYSCOM resources under control of SPAWARINFOTECHCEN. This includes oversight of personnel time and attendance, setting and managing all personnel performance measures, and legal and contracting efforts.

(2) Advises and receives guidance from COMSPAWARSYSCOM (PD-15) and PEO(IT) on programmatic issues. Receives policy guidance from COMSPAWARSYSCOM, PEO(IT), and DON(CIO) for their respective systems.

(3) Provides administrative and technical support for all tenant programs resident at SPAWARINFOTECHCEN, coordinating with the respective program director, program manager, or program executive officer for the desired levels of support.

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(4) Maintains close relationships with the University of New Orleans and the Louisiana State University system, sponsoring and developing initiatives to strengthen this unique and important relationship.

(5) Establishes and maintains SPAWARINFOTECHCEN operational processes, policies, and directives, together with strategic and business plans. Assign technical roles and functional responsibilities for SPAWARINFOTECHCEN divisions.

(6) Establishes new technical leadership areas, coordinating as appropriate with COMSPAWARSYSCOM program directorates, program managers, PEO(IT), DON(CIO), other DON and DoD activities, COMSPAWARSYSCOM echelon 3 field activities, as well as tenant commands, to ensure the attainment of the corporate goal of COMSPAWARSYSCOM, PEO(IT), and DON(CIO).

(7) Ensures a proper balance of work is tasked between the private sector and SPAWARINFOTECHCEN to help sustain the Navy's core technical capabilities, while leveraging private sector efficiencies.

b. Liaison Officer/Senior Military Advisor (ITC02)

(1) Reports to COMSPAWARSYSCOM. Advises COMSPAWARSYSCOM and the SPAWARINFOTECHCEN Director on all military matters. Assists with liaison between SPAWARINFOTECHCEN, COMSPAWARSYSCOM, and other COMSPAWARSYSCOM echelon 3 activities.

(2) Serves as the senior COMSPAWARSYSCOM military presence for the United States Gulf Coast and New Orleans areas, assisting COMSPAWARSYSCOM in all assigned areas and coordinating functions.

(3) Acts as the Reporting Senior for all military personnel assigned to the SPAWARINFOTECHCEN and will exercise Uniform Code of Military Justice, Article 15, authority over assigned military personnel, as delegated.

(4) Responsible for the health, welfare, performance, and training of all assigned military personnel.

c. SPAWARINFOTECHCEN Deputy/Technical Director (ITC01)

(1) Reports to the SPAWARINFOTECHCEN Director. Exercises technical oversight and supervision of all SPAWARINFOTECHCEN systems and technical resources.

(2) Maintains close liaison with the COMSPAWARSYSCOM Technical Director (SPAWAR 00TD) concerning technical policy, guidance, and development of all COMSPAWARSYSCOM acquisition programs.

(3) Assists the SPAWARINFOTECHCEN Director, as indicated above, in developing new technical leadership areas.

d. SPAWARINFOTECHCEN Comptroller (ITC00F)

(1) Reports to the SPAWARINFOTECHCEN Director. Maintains close liaison with, and receives fiscal policy and guidance from the COMSPAWARSYSCOM Comptroller (SPAWAR 01).

(2) Prepares and coordinates SPAWARINFOTECHCEN's POM input to COMSPAWARSYSCOM for a coordinated submission.

(3) Maintains fiscal accountability and provides fiscal oversight within SPAWARINFOTECHCEN, ensuring timely and accurate budget execution within authorized spending plans.

e. SPAWARINFOTECHCEN Contracts (ITC00C)

(1) Reports to the SPAWARINFOTECHCEN Director. Receives policy and guidance from COMSPAWARSYSCOM Contracts (SPAWAR 02).

(2) Exercises contract authority within limits authorized by COMSPAWARSYSCOM (SPAWAR 02).

f. SPAWARINFOTECHCEN Counsel (ITC00L)

(1) Reports to, and receives policy and guidance from, the COMSPAWARSYSCOM Chief Counsel (SPAWAR 00C).

(2) Provides legal advice and counsel to the SPAWARINFOTECHCEN Director.

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4. COMSPAWARSYSCOM Support of the SPAWARINFOTEHCEN. For those areas where it is impractical or inefficient to assign full time or matrixes support, COMSPAWARSYSCOM will provide SPAWARINFOTEHCEN with support on an as-needed basis (e.g., Inspector General).