

Detailed “How-to” Instructions for Submitting UFRs and Issues via JSCBIS

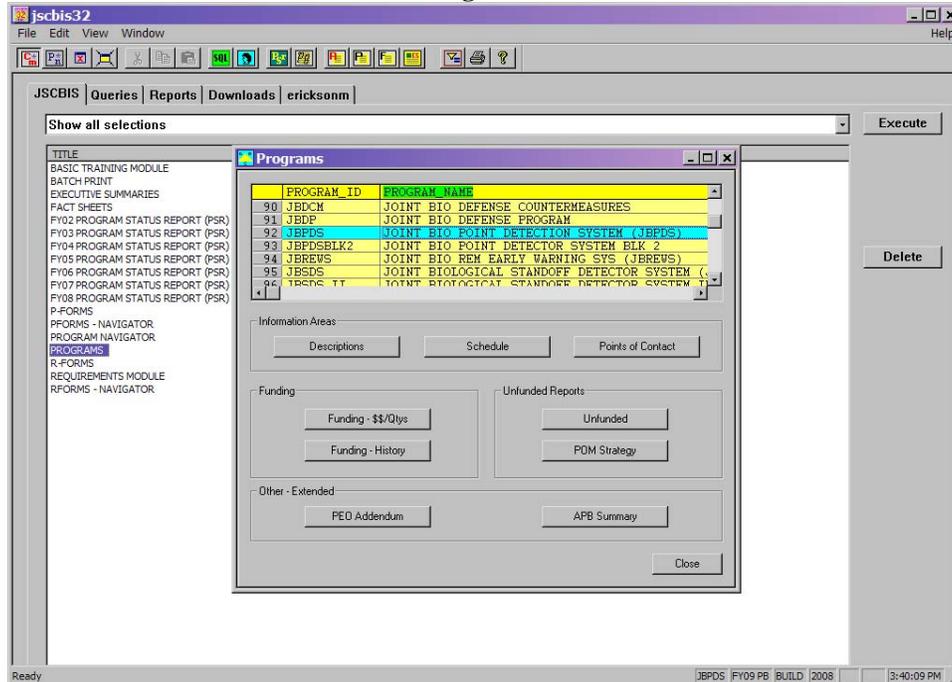
In support of the FY10-15 Program Objective Memorandum (POM) build, the Joint Service Chemical Biological Information System (JSCBIS) will be used to collect Joint Program Executive Office for Chemical and Biological Defense (JPEO-CBD), Joint Science and Technology Office for Chemical and Biological Defense (JSTO-CBD), and Test and Evaluation Unfunded Requirements (UFRs) and/or issues. UFR submissions are expected to be coordinated, aligned, and executable, if resourced. Individuals/ organizations with program edit privileges are able to submit their UFRs directly into JSCBIS. Individuals/organizations without edit privileges should contact the Chemical, Biological, Radiological, and Nuclear Defense (CBRND) Program Analysis and Integration Office (PAIO) for access or go to <https://jscbis.apgea.army.mil/> and apply for access. Once UFRs are submitted, they will be reviewed and validated by the Joint Requirements Office for CBRND (JRO-CBRND) as part of the POM build process. Remember, all input should be supportable (e.g., a basis of cost should be developed and provided upon request) and approved by the appropriate organization prior to submittal.

Below are step-by-step instructions for entering UFRs into JSCBIS for the FY10-15 POM build.

Step 1 – Log in to JSCBIS and the **FY10_POM scenario**. Use the drop down box on the sign-in screen to select the FY10_POM scenario.

Step 2 – Select **PROGRAMS** via the **Criteria Manager** menu of JSCBIS (the default screen), by highlighting and double-clicking or by highlighting and clicking **EXECUTE**. At the top of the **PROGRAMS** screen use the scroll down arrows on the right hand side of the screen to select the program for which you want to submit a UFR. **Figure 1** illustrates the Joint Biological Point Detection System (JBPDS) program as being selected (e.g., highlighted in blue).

Figure 1

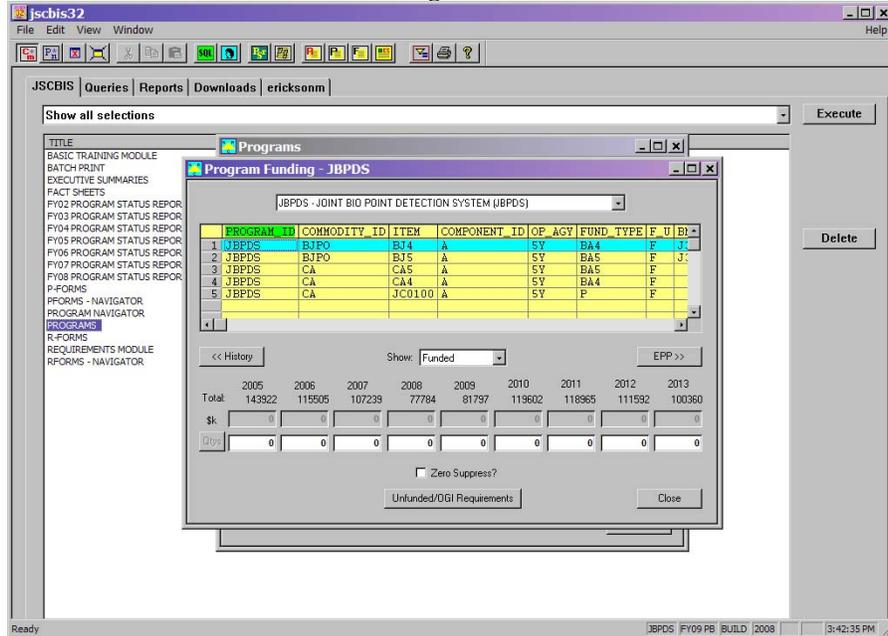


Step 3 – Select the **FUNDING - \$\$/QTYs** button under the information area in the middle of the screen. You should now be on the **PROGRAM FUNDING** screen (see **Figure 2**). On this screen, select the correct program item/SSN for which you want to enter an unfunded requirement (e.g., CA5 or JC0100). Note that the operating agencies (OP Agency) codes are listed on the screen for the funding items as well. If there is an instance where the desired program item funding line (e.g., CA4, CA5, etc.) is not displayed,

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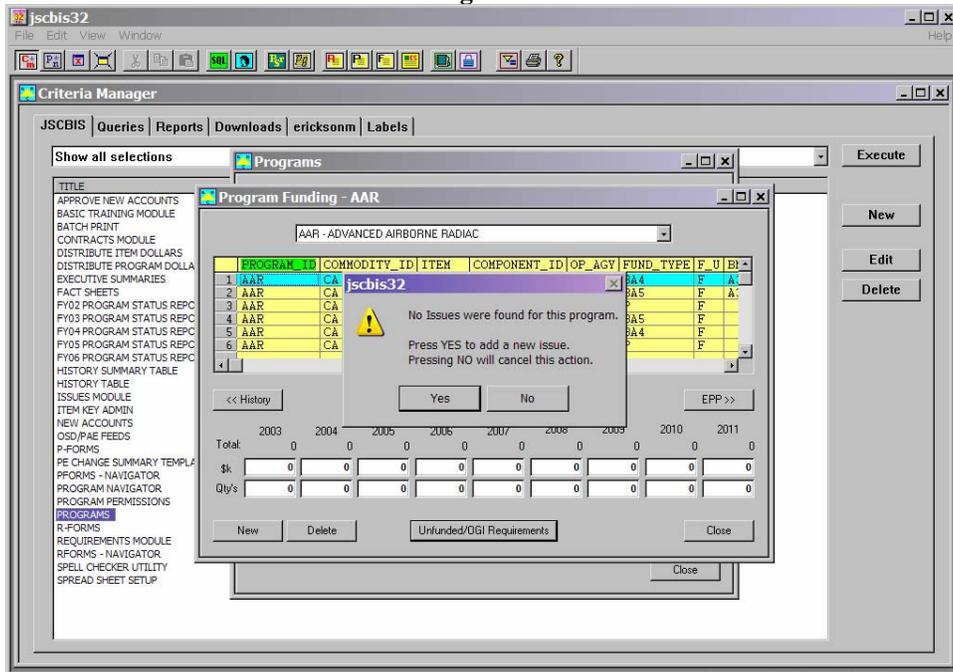
(or the correct OP Agency, or procurement item/SSN is not shown) contact the PAIO to have the correct program item funding line added to the JSCBIS database. Once the correct funding line is selected, click on the **UNFUNDED/OGI REQUIREMENTS** button located in the lower half of the screen. This will take you to the next set of input screens. If you cannot see the **UNFUNDED/OGI REQUIREMENTS** button, you do not have program edit privileges for the program selected.

Figure 2



Step 4 – If no issues are found, you will be prompted to add a new issue as shown below in **Figure 3**. If issues exist, you will be prompted to select an existing issue or create a new issue by selecting the **NEW** button, as seen in **Figure 4** (proceed to **Step 5**).

Figure 3



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If there are no issues for your program, you will be prompted to add a new issue. Click **YES** to add a new issue. You will then be prompted to provide a title for your new issue. **Give the new issue a short, but descriptive title**. For example, if you require Procurement funding to procure additional equipment to meet the 1-1-1 requirement then title the issue accordingly. After you title your issue, click the **ADD** button. You will now be on the **UNFUNDED REQUIREMENTS** screen and will be able to enter the dollars associated with your issue after completing **Step 5**.

Figure 4

Step 5 – Information about your program must be entered before a UFR can be added or modified. To do this, click on the **UFR INFO** button (see **Figure 4**).

There are three basic types of UFRs; Science and Technology Base, System Development, and Procurement. **Step 5a** explains the process of entering a System Development and/or Procurement UFR. **Step 5b** explains the process of entering a Science and Technology Base UFR.

Step 5a – For System Development and/or Procurement UFRs, fill in all fields on the **UFR** tab (see **Figure 5**). From the pull-down menu, select the document type:

- ICD** – Initial Capabilities Document
- CDD** – Capability Development Document
- CPD** – Capability Production Document
- ORD** – Operational Requirements Document
- JUONS** – Joint Urgent Operational Needs Statement

Type the full title of the document in the field labeled **Title**. From the pull-down menu, select the status of the document (**draft** or **approved**). If approved, double-click in the **Approval Date** field and enter the Year and Qtr as prompted.

Test Evaluation Master Plan (**TEMP**) status (**draft** or **approved**) must be completed using the pull-down menu, and likewise, enter **Approval Date** in the adjacent field if appropriate.

Acquisition Program Baseline (**APB**) status (**draft** or **approved**) must be completed using the pull-down menu, and likewise, enter **Approval Date** in the adjacent field if appropriate.

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Select from the pull-down menu the program's **Next Milestone** (A, B, C, or N/A (e.g., Post MS C)) and the corresponding date in the adjacent field.

Enter the dates for the Initial Operational Capability (**IOC**) and the Full Operational Capability (**FOC**).

Step 5b – For S&T Base UFRs, fill in all fields on the **Tech Base** tab, (see **Figure 6**). From the pull-down menu, select the appropriate S&T Thrust Area, enter the planned schedule (e.g., day, month, year) for Milestone A, and input the *Primary* System Development program that the effort supports, by either manually inserting the program name or select from the dropdown list. If the UFR is associated to multiple programs, they may be added by selecting the **JUSTIFICATION** button on the **UNFUNDED REQUIREMENTS** screen.

When complete, click **OK**.

Figure 5

The screenshot shows the 'PROGRAM - UFR' window with the 'JBAIDS' tab selected. The 'ICD/CDD/CPD/ORD' section has a dropdown menu set to 'ORD - Operational Requirements Document', a title field containing 'MS B JBAIDS ORD ACAT III', a status dropdown set to 'approved', and an approval date of '6 May 2003'. The 'Temp' section has a status dropdown set to 'approved' and an approval date of '26 Sep 2003'. The 'APB' section has a status dropdown set to 'approved' and an approval date of '14 May 2004'. The 'Next Milestone' section has an 'A/B/C' dropdown set to 'N/A' and a 'Next Milestone Date' field containing 'NONE'. The 'IOC Qtr:FY' section has a text field containing '4Qtr FY05' and a '?' button. The 'FOC Qtr:FY' section has a text field containing '1Qtr FY07'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Figure 6

The screenshot shows the 'PROGRAM - UFR' window with the 'Tech Base' tab selected. The 'Science and Technology (S&T) Thrust Area' section has a dropdown menu set to '00 - Undefined'. The 'Milestone A' section has a text field containing 'NONE'. The 'Alignment' section has a dropdown menu. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

To modify or change UFR information after exiting the **PROGRAM - UFR** screen, return to **PROGRAM FUNDING** screen, click the **UNFUNDED/OGI REQUIREMENTS** button and select the **UFR INFO** button in the upper right hand corner (see **Figure 4**). After all administrative information is entered, click **OK** or **APPLY** to save any changes.

Step 6 – To enter unfunded requirements (\$\$) - Enter the unfunded requirement in thousands of dollars (\$K) in the appropriate fiscal year(s) using the **Unfunded Adjustment(s) Area** (*not the OGI Area*). Note that existing funded/programmed amounts are displayed automatically on the top line. Once dollar amounts are entered, a total will be automatically displayed under the Revised Program Totals (see **Figure 4**). For reprogrammings or realignments from or between program item funding lines, be sure to enter the amount to be decremented (\$ -XXX), as well as the amount to be increased (\$ XXX) in the appropriate program funding line(s). From the **Associated Capability Area** dropdown box, select the appropriate Core Capability, and in the box below input the specific capability gap the UFR fills.

After all desired updates are made, press the **SAVE** button to save your information. Remember, the goal during the POM process is to make programs executable!

Note: *JSCBIS has the ability to record multiple UFR requests for each program of record. If you have multiple UFRs for both Research, Development, Test, and Evaluation (RDT&E) and Procurement, remember to create a separate issue for each UFR. Also, do not attempt to input multiple funding issues*

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for the same unfunded requirement, simply state the UFR. Alternative funding options for your unfunded requirement will be discussed during the JRO-CBRND POM deliberations.

Step 7 – Next click on the **JUSTIFICATION** button (lower left of unfunded requirements screen) to enter your justification text.

Step 8 – On the **JUSTIFICATION** input screen, enter the reason(s) why the funds are requested and what will be accomplished with the additional funding (see **Figure 7**). Be descriptive, but succinct. Tie justification to war fighter impacts and/or the JRO-CBRND capability gaps. Also, indicate whether any other programs are linked to your funding request or are involved in a reprogramming of funding. For procurement funding requests, indicate the estimated quantities by year that the additional funds will procure.

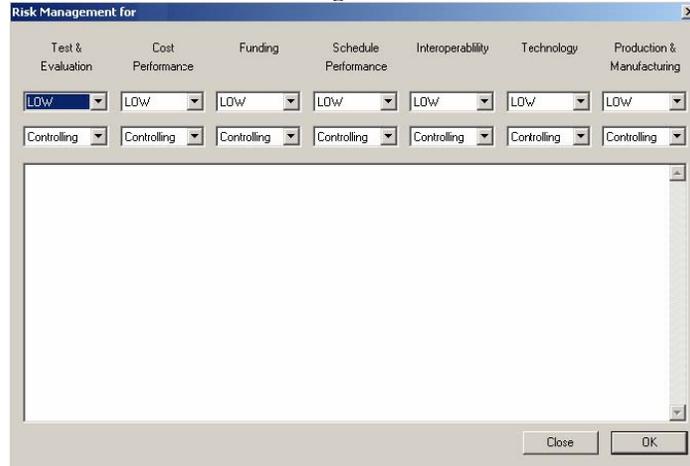
In the milestone impact section of the justification, provide appropriate comments regarding milestone impact. Finally, add an impact statement if the request is not funded. When done, click the **OK** button. You will then be asked to confirm any changes or updates. Click the **YES** or **NO** button as desired. You will then return to the **UNFUNDED REQUIREMENTS** screen. Note that if multiple unfunded requests are entered (e.g., procurement and RDT&E) the same justification screen is used for both (label justification accordingly).

Figure 7

The screenshot shows a dialog box titled "Justification". At the top, it displays program information: "PROGRAM: JBPDS ITEM: CA5 COMPONENT: A OP_AGY: 5Y FUND TYPE: BA5". Below this is a field for "Issue Request Title" containing the text "JPBDS - 1-1-1 Requirement". There are three large text input areas: "Why additional funding is required", "Milestone Impact", and "Impact if not funded". At the bottom right of the dialog are "Cancel" and "OK" buttons.

Step 9 – From the **UNFUNDED REQUIREMENTS** screen click on the **RISK MANAGEMENT** button on the bottom left of this screen. You will now be on the **RISK MANAGEMENT** screen. On this screen, rate the risk to your program if the funding is not provided (see **Figure 8**). Rate each of the listed categories as **HIGH**, **MEDIUM**, or **LOW** risk. In addition, **MEANS OF HANDLING RISK** must be assessed using the following approaches: Controlling Risk, Avoiding Risk, Assuming Risk, and Transferring Risk. Controlling Risk denotes lowering the chance that the event will occur. Avoiding Risk denotes changing the source (element or constraint) that is subjecting the program to risk. Assuming Risk denotes planning for any potential consequences and Transferring Risk denotes having someone else take accountability for the risk. A risk mitigation strategy is required to explain any of the **HIGH**-risk ratings. Otherwise, comments are optional. Press **OK** when finished and then click on **OK** when you receive the “Record Updated Successfully” message, to move back to the **UNFUNDED REQUIREMENTS** screen.

Figure 8



Step 10 – To generate and/or print unfunded standard report(s) for your UFR, click on the **UNFUNDED** button at the bottom right hand side of the **UNFUNDED REQUIREMENTS** screen in the **REPORTS** box (see **Figure 4**). On the subsequent screen (see **Figure 9**), ensure your program is highlighted or tagged. If it is not, use the scroll arrows to move through the table to find and select your program. As you select each program, you will need to click on the numbered button immediately to the left of the Program ID column. If you wish to print reports for multiple programs, use the scroll arrows to find and select the program for which you wish to print a report. All programs with highlighted buttons or tags will be printed when you click on the **PRINT** button.

If the **Output to file?** box is checked JSCBIS will print the standard report directly to Microsoft Word. [You may need to select the View menu in MS Word to make sure that the page is viewed in Page Layout form.] To print the report from MS Word you can click either on the Printer icon or select directly from the File menu. By placing a check mark in the **Output to file?** box, and viewing in MS Word you can be sure that your report prints out correctly (See Attachment #1 below) and/or save it to disk.

REMINDER – In order to retain all the updated information return to the **UNFUNDED REQUIREMENTS** screen and click the **SAVE** button located in the bottom center of your screen. Once saved JSCBIS returns you to the **PROGRAM FUNDING** screen.

Figure 9

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The screenshot displays the JSCBIS32 application window. The main window title is 'Unfunded Requirements' and it shows a table of 'Existing Funded Amount' for years 2007 through 2013. A dialog box titled 'Unfunded Requirement Summary' is open, showing a table of 'Unfunded Requirements Report' with columns for 'PROGRAM ID' and 'PROGRAM NAME'. The table contains the following data:

PROGRAM ID	PROGRAM NAME
92 JBPODS	JOINT BIO POINT DETECTION SYSTEM (JBPODS)
93 JBPODBLK2	JOINT BIO POINT DETECTOR SYSTEM BLK 2
94 JBREWS	JOINT BIO REM EARLY WARNING SYS (JBREWS)
95 JBSDS I	JOINT BIOLOGICAL STANDOFF DETECTOR SYSTEM I
96 JBSDS II	JOINT BIOLOGICAL STANDOFF DETECTOR SYSTEM II
97 JBTDSD	JOINT BIO TACTICAL DETECTION SYSTEM (JBTDSD)

The dialog box also includes a 'Printer Selection' dropdown set to 'Microsoft Office Document Image Writer', a 'Tag programs that have' section with 'Unfunded' and 'Approved DGI' buttons, and an 'Include User Info?' checkbox. The main window has a menu bar (File, Edit, View, Window, Help) and a toolbar. The status bar at the bottom shows 'Ready' and 'JBPODS FY09 PB BUILD 2008 4:28:38 PM'.