

Budget Year 2011 NITRB Investment Summary (IT One-Pager) Guidance

The NOAA Information Technology Review Board (NITRB) is required to review and approve planned information technology capital investments, and as referenced in the [March 24, 2009, BY 2011 Budget Guidance Memorandum](#), strong budget justifications are necessary for program adjustments.

The purpose of this document is to provide guidance and schedule information for Assistant Administrators, Goal Team Leads, and Program Managers with regard to the BY 2011 Budget Formulation phase of the Planning, Programming, Budgeting, and Execution System (PPBES) for information technology. The dates for the NITRB reviews have been set for May 6th through May 8th, 2009, and the decision of the investments selected for review will be determined after review of program/Line Office provided IT investment One-Pagers.

To accomplish this, Goal Team Leads and/or Program Managers must identify to the NOAA OCIO (Robert.Swisher@noaa.gov and Jerome.McNamara@noaa.gov), all BY 2011 program adjustments requesting new funding *or existing investments which increase IT spending more than 10% for a specific program* by **April 24, 2009**.

The one-page submission must show:

- The investment title
- The Name of the Exhibit 300 that will include this adjustment
- A concise description of the adjustment (*your program change summary*)
- A short description of the information technology components (*this step is critical*)
- A short description of the capability gap that the adjustment is addressing
- The funding being requested for the IT component of the adjustment
- Specific IT security information concerning certification and accreditation (C&A)

Description of all IT in any adjustment is required.

The CIO Council will determine by April 28, 2009 which program adjustments require formal NITRB review and which will be recommended for DOC review. Program managers of those selected initiatives must use the [presentation guidance for NITRB/DOC-IRB reviews](#).

The exhibit 300 adjustments must be complete for the NITRB reviews, and have final exhibit 300 changes completed for the NOAA Budget Office. NOAA Budget has said that they will review no BY2011 IT Budget Adjustments without an Exhibit 300.

This information and guidance is also located on the NOAA OCIO website at:
http://www.cio.noaa.gov/IT_Groups/noaa_cio_nitrb.html

Please contact Jerry McNamara (Jerome.McNamara@noaa.gov) if you have any questions.