

Request for Information Services (RIS) Guidance

Per OPNAV NOTICE 5200, all requests to enhance or change business processes that impact new and existing Information Technology/Information Management (IT/IM) programs, projects, and systems, to include software and hardware, are to be submitted via the Request for Information Services (RIS) form.

Information service requests will be grouped according to organization and business lines as described in OPNAV NOTICE 5200 and as listed on <http://www.npc.navy.mil/AboutUs/BUPERS/InformationManagement/FRB/>. The appropriate Functional Review Board (FRB) will review and prioritize the proposed functional capability.

Minimum sustainment system changes involving normal maintenance fixes and software modifications resulting from external law or regulatory policy changes will not require FRB review. These changes will be initiated by membership and provided to the appropriate Configuration Control Board (CCB) for prioritization and implementation.

When completing the request, keep in mind that most reviewers may not be familiar with your business and the request. Accordingly, ensure that areas requiring details are appropriately elaborated upon and descriptions are clear to those who may not have knowledge of the subject. Please ensure that standard Navy correspondence and writing guidance is followed (such as spelling out abbreviations and acronyms only for their first usage).

RIS ID

Added by Information Management Office, BUPERS-07.

Title of Request

Please provide a very brief title for this request. (Abbreviations/acronyms should be spelled out, followed by the abbreviation).

Change Information

Please provide submitter Point of Contact (POC) information

1. Date of Input

Today's date.

2. Submitting Organization

Name of your organization and code designation.

3. Name of Submitter

Enter primary and alternate POCs knowledgeable about the requested change.

4. Submitter's Phone Number

Enter primary and alternate phone numbers for POCs.

5. Submitter's Email Address

Enter email address for primary and alternate POCs.

6. Reason for Change

Choose the most appropriate reason.

7. Reference Source of Legislative or Other Policy Change

Provide any references applicable to the request. Attach the specific reference quoted.

8. Capability Needs Summary

State the problem/need briefly in non-technical terms. This item should detail what functionality you require in business terms, as well as any history or background supporting the need for information services.

Example: Web Enabled Navy Fitness Reports (WEB NAVFIT)

Problem: The current tool used to produce performance reports hinders quick updates to a Sailor's Official Military Personnel File (OMPF). The tool's limitations force continued reliance on labor-intensive processes. Each year PERS-311 manually processes over 750k fitness/evaluation reports. These manual processes include scanning paper copies and performing quality assurance (QA) checks. During QA, approx 25% of these reports are rejected and returned for correction.

9. Is there any Existing Documentation?

Yes or No – If yes, please attach documentation. This documentation could be any reference material, prior studies, user manuals, standard operating procedures, etc.

10. Desired Outcomes / Business Value

Describe how you envision your organization and process to be once the change is complete, and how the change will add value. Include benefit, scope (i.e. Navy-wide direct benefit to sailors, multiple commands, one command, part of a command, etc.).

Example: WEB NAVFIT

Ensure accurate and current FITREP and evaluation data are available to HR decision makers.

- Reduce FITREP / evaluation processing time.
- Improve FITREP / evaluation accuracy and compliance with policy.
- Eliminate or reduce manual processes associated with the FITREP / evaluation system

The new automated performance appraisal system will ensure the OMPF is quickly updated with current and accurate performance reports. Our end state measure of effectiveness includes the following:

- Electronic submission - 80% reduction in paper submitted reports.
- Error reduction - reduce from 25% down to less than 3%.
- Timely updates - OMPF updated with in 48 hours of submission.

Benefits: This project would provide many benefits, such as; Organizational Alignments: Improve visibility of the entire performance evaluation process and performance data to the enterprise. Competency Management: Will enhance the process of defining skills and abilities needed to do our job well. Enterprise/Domain Support Tools: Would provide significant cost-savings, privacy protection, improved accuracy, and interoperability of data, as well as a capability for automating additional business processes. Domain Performance Management: Efficiencies gained would significantly decrease the amount of time spent on creating, editing and processing reports.

This project will impact every Officer and Sailor in the Fleet directly

STRATEGIC ALIGNMENT

11. Does This Initiative Directly Contribute To Achieving FIT in 2016?

Yes or No.

Explain: If Yes, which Manpower Training and Education (MPTE) initiative and objective is it aligned with?

Answer the question based on these Initiatives and Objectives, which are:

1.1 Joint Development and Management	2.1 Workforce Strategy/Strategy for our People
1.2 Competency Management	2.2 Total Workforce
1.3 Career Management	2.3 Single Manpower Resource Sponsor
1.4 Recruiting, Retention & Compensation	2.4 Workforce Planning
1.5 Education Strategy & Policy Alignment	3.1 Spiral One Sea Warrior
1.6 Sailor and Family Readiness & Support	3.2 Modeling & Analysis
1.7 Diversity	3.3 Enterprise/Domain Support Tools
	4.1 Organizational Alignment
	4.2 Enterprise Integration
	4.3 Domain Performance Management

An info sheet is accessible from the following link:

http://www.npc.navy.mil/NR/rdonlyres/0DD73835-3873-4CCE-9B56-0272F93479DB/0/MPTE_Placemat_Back_Final.pdf

If you are unable to follow the link above, navigate to

<http://www.npc.navy.mil/AboutUs/MPTE/> and click on MPTE Initiatives and Objectives Info Sheet under Reference Materials.

Example: WEB NAVFIT

- 1.3 (Career Mgmt)
- 3.3 (Enterprise/Domain Support Tools)
- 4.3 (Domain Performance Management)

12. Did You Use A Process To Verify That No Material Solution Can Satisfy This Need?

Is there a non-IT solution that can satisfy your request? Can the requirement(s) be met by changing or revising any non-IT areas, such as policy, processes, organizational structure, etc.? Yes or No: If Yes, identify the process, if No, state why none was used.

KNOWN IT INFORMATION (Potential IT Solutions)

13. List Current Systems Implementing This Functionality.

If you know of a system(s)/application(s) providing this functionality, indicate here; otherwise, state "None Known."

14. List Specific Systems That Might Be Modified To Implement This Change.

Provide any known system(s)/application(s) that may satisfy your request.

RISKS

15. Identify the Business Risk(s) of not completing the change

List any risks that will be experienced if the requested change is not completed. Describe impacts to the Sailor and/or mission if this change is not completed.

17. Additional Information / Attachment References

Please use this section for additional information relevant to this request, and to provide references to attachments.

Remaining fields will be completed by BUPERS-07 or the appropriate FRB.

When completed, please chop the RIS through your FRB voting member for approval before submission for processing. Submit the request via email using the "submit button" to the following email address: mpte_frb.fct@navy.mil.

After review, you will receive an acknowledgement and notification of the next FRB that will review and score your request. Upon preparing for the next scoring FRB, the Secretary will invite the submitter of the request to the FRB, as well as add the request to the agenda. You will be asked to brief your submission to the voting members who will score it.

The Pay, Personnel and Distribution FRB scores requests twice a year, in January and July. Other FRBs hold voting FRBs as required.