



DEPARTMENT OF THE NAVY
THEATER NETWORK OPERATIONS & SECURITY CENTER (TNOSC)
NAPLES, ITALY
PSC 822 BOX 1000
FPO AE 09621-7000



11 Dec 2007

From: Director, Theater Network Operations and Security Center (TNOSC),
Naval Computer and Telecommunications Station (NCTS), Naples,
Italy

To: All Customers

Subj: TNOSC SOFTWARE PROCUREMENT POLICY AND GUIDANCE

Ref: Concept of Operations of OCONUS Navy Enterprise Network 01June07

Encl: DD1149 Sample

1. This memorandum provides the necessary steps and assigns responsibilities for software that is the above the ONE-NET Workstation Baseline Software Configuration (WBSC) or software at the server level that is not ONE-NET standard. The purpose of this memorandum is to provide Theater Network Operations and Security Center (TNOSC) customers policy and guidance in regards to procurement, maintenance, and installation of software and software licenses. As required per CONOPS ONE-NET, ONE-NET is responsible for the management of all software.

2. Procurement of software licenses shall be coordinated through the appropriate Information Technology representative (i.e. N6, CIO, Store Front Manager, Command Communication Representative) as well as the TNOSC Business Management Office (BMO) prior to expending funds. This coordination must be completed to ensure that customer requirements are fully analyzed and assessed. The following information is provided to assist all customers in the process of obtaining software licenses.

- The customer completes the EUTNOSC Form 3215 and submits the form to their Information Technology representative. The 3215 should include a request for the software and specify the version of that software. The customer will need to justify why they need that particular software. The customer should also include the names of the workstations that will be receiving the software, usernames, and any other technical details required for the installation of the software.
- Information Technology representative must endorse the 3215 prior to submission and will digitally send the 3215 to EU Change Request 3215 mailbox (EUChangeRequest3215@eu.navy.mil) to include a copy of the DADMS Approval Certificate indicating OPNAV approval and the cognizant Echelon II commander's approval for that UIC. The TNOSC Information Assurance (IA) Division will assist if any customers do not have access to DADMS.
- When the customer receives written notification from TNOSC BMO that the software is approved for use on ONE-NET, they may purchase the software.

- The customer is responsible for the maintenance of the software license agreements and shall budget funding to ensure software licenses do not expire. If the software licenses expire, the software shall be taken off the ONE-NET systems.
- Once the software is received, the customer will need to complete a DD1149 form for the transfer of the software license to TNOSC Naples; see the attached sample 1149. ONE-NET certification testing of the software will be required if it has not been previously performed; this process will take approximately two weeks. TNOSC N83 Information Assurance (IA) will receive and manage the DD1149 forms and digital copies of the software documentation that includes invoices/licenses, and software keys. Upon receipt of the software documentation, IA will inform the TNOSC Service desk and provide the license keys to Local Network Operations and Security Centers (LNSC), TNOSC Network Administration Server Management (NASM) or TNOSC System Engineering as required enabling the software to be deployed. Service Desk will inform the customer once the software has been installed. The media will be retained by the LNSC IAM unless requested by TNOSC and will then be sent to the following address.

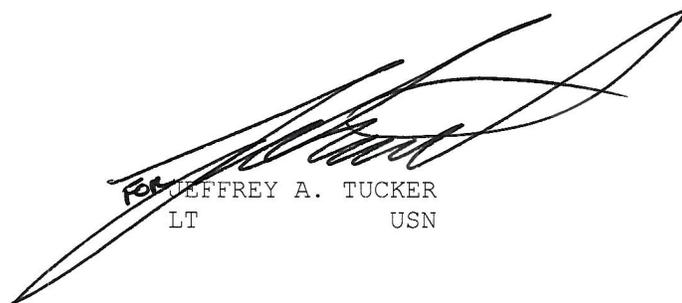
NCTS Naples
Attention: N83 IA
PSC 822 BOX 1000
FPO, AE 09621

- The LNSC IAM shall keep all original documents on site such as the license, warranty, procurement documents, and media.

3. This policy also applies to the installation of software and software licenses that were purchased before an activity migrated to ONE-NET. All DADMS approved software to be installed on ONE-NET must be transferred to ONE-NET as per above procedures. Software that is not transferred via an DD1149 shall not be installed on ONE-NET.

4. Should you have any questions or comments, please contact the TNOSC BMO at DSN: 626-4684.

5. This memorandum supersedes all others previous, same subject.



for JEFFREY A. TUCKER
LT USN

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr. 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)
Fleet & Industrial Supply Center, Sigonella
PSC 812 BOX 3560
PPO AE 09627

2. TO: (Include ZIP Code)
NCTS Naples
Attention: N83 IA
PSC 822 Box 1000
PPO, AE 09621

3. SHIP TO - MARK FOR

4. APPROPRIATIONS DATA

5. AUTHORITY OR PURPOSE
Documentation of Adobe Licensing

6. REQUISITION NUMBER
N4005907RCD243

7. DATE MATERIAL REQUIRED (YYYYMMDD)
1

8. PRIORITY

9. REQUISITION DATE

10. SIGNATURE
Mr. John Doe *[Signature]*

11. VOUCHER NUMBER & DATE (YYYYMMDD)
4400051124

12. DATE SHIPPED (YYYYMMDD)
10DEC2007

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	AMOUNT
54020857RT	Adobe Professional 8.0 WIN AOO License	1	11				70.00	770.00	
54020951RT	Adobe Professional 8.0 WIN Upgrade Lic	1	12				145.00	1,740.00	
								0.00	
								0.00	
								0.00	
								0.00	

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO				17. SPECIAL HANDLING				19. CONTAINERS RECEIVED EXCEPT AS NOTED		20. RECEIVERS VOUCHER NO.	
ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL	DATE (YYYYMMDD)	BY
CHECKED BY									2,510.00		
PACKED BY											
			TOTAL								