



DoD DIRECTIVE 8470.01E

DoD EXECUTIVE AGENT (DoD EA) FOR COMMERCIAL SOFTWARE PRODUCT MANAGEMENT OF CORE ENTERPRISE TECHNOLOGY AGREEMENTS (CETAs)

Originating Component: Office of the Chief Management Officer of the Department of Defense

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Approved by: Patrick M. Shanahan, Deputy Secretary of Defense

Purpose: This issuance:

- Pursuant to Section 113 of Title 10, United States Code, establishes policy and assigns responsibilities for the commercial software product management of CETAs designated by the Defense Business Council (DBC) in support of information technology (IT) category management (ITCM) and the DoD Enterprise Software Initiative.
- Designates the Secretary of the Navy as the DoD EA, with assigned specific responsibilities, functions, and authorities for Commercial Software Product Management of CETAs in accordance with DoD Directive 5101.1.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. This issuance does not apply to National Intelligence Program-funded software Enterprise Agreements.

1.2. POLICY. It is DoD policy that:

a. The Secretary of the Navy is designated as the DoD Executive Agent for commercial software product management of Core Enterprise Technology Agreements (CETAs).

b. CETAs are enterprise purchasing agreements for Commercial-Off-The-Shelf Information Technology (IT) products or capabilities identified by the DBC for DoD EA implementation and execution, and are being established to focus resources on efficient and effective supplier management.

c. CETAs will be used to acquire and manage identified commercial software products based on enterprise use and spending or products competitively selected that are aligned with the Department’s current or planned strategic direction.

d. The CETA contracts will be established as DoD Enterprise Software Agreements as defined by Subpart 208.74 of the Defense Federal Acquisition Regulation Supplement, and will provide best in class purchasing solutions for IT Category Management (ITCM) for commercial software licenses in accordance with Office of Management and Budget (OMB) IT Category Management guidance in OMB M-16-12. The ITCM approach will enable the Department to eliminate redundancies, increase efficiency, and deliver greater value and savings to the Department. CETA contracts will be established to provide the best value to the government and are mandatory for use when a procurement requirement is within the scope of the CETA contract.

SECTION 2: RESPONSIBILITIES

2.1. DOD CHIEF INFORMATION OFFICER. The DoD Chief Information Officer:

- a. Serves as the OSD Principal Staff Assistant who oversees the DoD EA for Commercial Software Product Management of CETAs; and periodically assesses the DoD EA for Commercial Software Product Management of CETAs for continued need, currency, effectiveness, and oversight of Enterprise Software Initiatives.
- b. In consultation with the Chief Management Officer of the Department of Defense and the Under Secretary of Defense for Acquisition and Sustainment, establishes policy and provides guidance and oversight to ensure the timely and successful implementation of ITCM for CETAs.
- c. Identifies enterprise-wide products or requirements for CETA consideration to the co-chairs of the DBC, as needed.
- d. Ensures the effective and efficient use of CETAs.
- e. Addresses issues and elevates unresolved matters to the Defense Business Council (DBC) as needed. The DBC serves as a principal supporting tier of governance to the Deputy Secretary of Defense for vetting defense management and business improvement issues.
- f. Prescribes policy and guidance and provides oversight of enterprise ITCM functions.
- g. Ensures optimization and standardization of the life-cycle management of CETAs, consistent with DoD Instruction 8440.01.

2.2. DOD COMPONENT HEADS. The DoD Component heads:

- a. Establish ITCM processes required to implement CETAs.
- b. Identify and submit validated IT requirements for CETA acquisitions to the DoD EA for Commercial Software Product Management of CETAs.
 - (1) **Combatant Commanders and the Commander, United States Element, the North American Aerospace Defense Command.** The Combatant Commanders and the Commander, United States Element, the North American Aerospace Defense Command, will submit relevant IT requirements to their designated Combatant Command support agent in accordance with DoD Directive 5100.03.
 - (2) **All Other DoD Component Heads.** All other DoD Component heads will submit validated IT requirements for CETA acquisitions to the DoD EA as follows:
 - (a) **Combatant Command Support Agency Requirements.** Submit the relevant IT requirements for CETA acquisitions for the Combatant Command(s) assigned in DoD Directive 5100.03.

(b) **Pentagon IT Services (ITS) Requirements.** Submit relevant component IT requirements for Pentagon ITS through the Single Agency Manager (SAM) for Pentagon ITS in accordance with DoD Instruction 8220.1.

(c) **SAM for Pentagon ITS.** Submit the relevant requirements for CETA acquisitions for other components managed by the SAM for Pentagon ITS in accordance with DoD Instruction 8220.01.

(d) **All Other CETA Requirements.** Submit all other relevant component IT requirements for CETA acquisitions to the DoD EA.

c. Fund their portion of requirements procured using CETAs and comply with applicable laws, regulations, and policy. The DoD EA for Commercial Software Product Management of CETAs' use of Defense Working Capital Funds to purchase DoD inventory does not relieve the DoD Components of this responsibility.

d. Ensure that financial management and funding policies and procedures support efficient and effective use of CETAs, including use and reimbursement of Defense Working Capital Funds when applicable.

e. Share best practices with the DoD EA.

2.3. SECRETARY OF THE NAVY. In addition to the responsibilities in Paragraph 2.2., the Secretary of the Navy, as the DoD EA for Commercial Software Product Management of CETAs:

a. Prescribes implementation guidance for the execution of this issuance.

b. Validates, in writing, when DoD Component IT requirements associated with Paragraph 2.2.b. are not within the scope of a CETA.

c. Assigns responsibilities for commercial software product management of CETAs in accordance with the July 26, 2000 Assistant Secretary of Defense for Command, Control, Communications, and Intelligence memorandum.

d. Conducts market analysis in support of business case analysis.

e. Analyzes alternatives for contracting options, including federal vehicles open to the DoD for ordering.

f. Establishes CETAs that may, where appropriate and efficient, be open for ordering by non-DoD agencies and provide assistance to federal civilian agency contracting activities for any contract or agreement that is designated as either a government-wide acquisition contract or a multi-agency contract as a federal category management leadership initiative.

g. Executes CETA procurements.

h. Provides oversight and approvals in accordance Defense Federal Acquisition Regulation Supplement, Subpart 208.74 on behalf of the DoD Enterprise Software Initiative for DoD Components to satisfy the requirements for CETAs.

i. Develops resource plans, ensuring that Enterprise Software Initiative fees are sufficient to fund required resources, and manages fees collected for reimbursable activities in accordance with DoD 7000.14-R, to include indirect costs that support ITCM.

j. Defines and gathers data against metrics that assess the impact and performance of each CETA agreement.

GLOSSARY

G.1. ACRONYMS.

CETA	core enterprise technology agreement
DBC	Defense Business Council
DoD EA	DoD Executive Agent
IT	information technology
ITCM	information technology category management
ITS	information technology services
SAM	Single Agency Manager

G.2. DEFINITIONS. Unless otherwise noted, terms and their definitions are for the purpose of this issuance.

category management. An approach the government applies to buy smarter and more like a single enterprise.

Enables the government to eliminate redundancies, increase efficiency, and deliver more value and savings from the government's acquisition programs.

Involves identifying core areas of spending; collectively developing heightened levels of expertise; leveraging shared best practices; and providing acquisition, supply, and demand management solutions.

CETA. Enterprise purchasing agreements for the Department's identified commercial software products based on annual spending, or commercial software products aligning with Department's current or planned strategic direction.

commercial item. Defined in the Federal Acquisition Regulation, Subpart 2.1.

commercial off-the-shelf. Refer to the Federal Acquisition Regulation, Subpart 2.1 definition for "commercially available off-the-shelf (COTS) item."

commercial software. Defined in the Federal Acquisition Regulation Subpart 2.1.

DoD EA. Defined in DoD Directive 5101.1.

REFERENCES

- Assistant Secretary of Defense for Command, Control, Communications, and Intelligence Memorandum, “Department of Defense (DoD) Chief Information Officer (CIO) Guidance and Policy Memorandum No. 12-8430-July26, 2000 – Acquiring Commercially Available Software,” July 26, 2000¹
- Defense Federal Acquisition Regulation Supplement, Subpart 208.74, current edition
- DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” current edition
- DoD Directive 5100.03, “Support of the Headquarters of Combatant and Subordinate Unified Commands,” February 9, 2011, as amended
- DoD Directive 5101.1, “DoD Executive Agent,” September 3, 2002, as amended
- DoD Directive 8220.1, “Single Agency Manager (SAM) for Information Technology Services (ITS),” March 1, 1995
- DoD Instruction 8440.01, “DoD Information Technology (IT) Service Management (ITSM),” December 24, 2015
- Federal Acquisition Regulation, Subpart 2.1, current edition
- Office of Management and Budget Memorandum OMB M-16-12, “Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing,” June 2, 2016
- United States Code, Title 10, Section 113

¹ Available on the internet at <http://www.esi.mil>.