

# Report Title: 2020 - 2022 IT Strategic Plan

Agency: 123 Department of Military Affairs (DMA)

Date: 7/29/2020

## Current Operational IT Investments

**In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 5 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agency's strategy for managing existing operational IT investments:**

**Are there existing IT investments that will require additional funding over the next year to 5 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?**

**If there are systems that will no longer support the agency's business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?**

**If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?**

The Department of Military Affairs (DMA) plans, coordinates, maintains situational awareness, and employs forces for homeland security and homeland defense in order to respond to any incidents within the Commonwealth and, on order of the Governor, will assist civil authorities in protecting life and property, preserving peace, maintaining order and public safety, and relieving suffering. The agency is comprised of the Virginia National Guard and the Virginia Defense Force. The premier response capability in the state, prepared to support every call to duty from the Commonwealth and the nation, led by a balanced, integrated joint team that is stable, adaptive, and measured by the success of our small units and their leaders. The non-general fund amounts are for state DMA employees whose salaries are reimbursed by federal funds. The Non-Agency IT staff costing is for Virginia Army National Guard soldiers/federal civilians that work in the Department of Information Management (DOIM). These individuals also perform work on the DMA state employee's computers when necessary. We have a mix of Federal DoD civilians/soldiers and state employees doing IT work for the Virginia Army National Guard/Department of Military Affairs. Our state employees and federal technicians do the bulk of their job for the Federal side, thus we are mostly reimbursed by federal funds. DMA operates on a federal military network, yet accesses that network through VITA contracted circuits and VITA provided products. The DMA website, the Help Desk DMA, Virginia Defense Force, Cash Management System are all maintained by our workforce. Recently, DMA procured audio visual equipment for multiple rooms/locations in the new Virginia National Guard HQ building at Defense General Supply Center, Richmond.

## Factors Impacting the Current IT

**In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agency's current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agency's customer base, product and service providers, or new federal or state legislation or regulations. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the proposed enhancements are funded or not. If the agency's existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank**

**For each mandated change, summarize your agency's response from your Agency Strategic Plan, and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?**

**Do the mandated changes affect IT in other Commonwealth agencies, or in other states? If so, how?**

The agency frequently has to respond to unforeseeable events from the Governor and Homeland Security. Recently DMA's risk security plan was accepted by VITA. DMA like most agencies, is exploring cloud application options. DMA is not on the COV network, therefore, bandwidth utilization is not a factor for upgrading. DMA is in the process of completing the first phase for adoption of GEARS - a military-provided automated packet/document routing and tracking system built on

SharePoint that implements global management of business processes. It provides both pre-built and custom user-defined workflow routes to handle any business process for the agency.

### **Proposed IT Solutions**

**In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 5 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agency's strategy for initiating new IT investments:**

**What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?**

**If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?**

**Does the agency's current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?**

**If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?**

DMA will continue to maintain its existing website by Site Vision and other databases using Oracle, SQL, and Access. The Department of Military Affairs is planning an agency-level project to develop a new State Tuition Assistance system to replace the outdated Access Database system it has been using for over 10 years. DMA is looking to build the new system using Cloud Services governed by VITA.

# Report Title: Business Requirements For Technology

Agency: 123 Department of Military Affairs (DMA)

Date: 7/29/2020

| <b>BReT Commonwealth Standard Compliance with Overall Audits</b>   |  |
|--|--|
| <b>BRT Type:</b>   | Business Requirement for Existing Technology |
| <b>Date Submitted:</b>   | 6/19/2020                                    |
| <b>Mandate:</b>  | Yes  |
| <b>Mission Critical:</b>   | No   |
| <b>Description:</b>  |  |
| DMA is working with Commonwealth of Virginia on compliance standards   |  |
|  |  |
| <b>BReT -Facilities Automation technical Services</b>  |  |
| <b>BRT Type:</b>   | Business Requirement for Existing Technology |
| <b>Date Submitted:</b>   | 6/5/2020                                     |
| <b>Mandate:</b>  | No   |
| <b>Mission Critical:</b>   | No   |
| <b>Description:</b>  |  |
| DMA is using federal funds to procure technical resources to build out a SharePoint site. SharePoint site will be used to track assets within 54 state locations; armory's, campus site like Fort Picket. None are on the COV domain. Facilities Automation...Work order system, accounting modules and asset tracking development on an existing SharePoint platform. This platform exists on the Dept of Defense federal network and requires federal access using a Common Access Card (CaC). The system and development will not touch the COV network. All development, testing and implementation will be done on the federal network operated by DoD. |  |
|  |  |
| <b>BReT Maintenance of Website and other databases</b>   |  |
| <b>BRT Type:</b>   | Business Requirement for Existing Technology |
| <b>Date Submitted:</b>   | 6/19/2020                                    |
| <b>Mandate:</b>  | No   |
| <b>Mission Critical:</b>   |  |
| <b>Description:</b>  |  |
| Maintenance for Site Vision maintaining agency website and mainteance fees for Oracle, SQL and access databases.   |  |
|  |  |
| <b>BRnT DMA Cloud Computing Solutions</b>  |  |
| <b>BRT Type:</b>   | Business Requirement for New Technology      |
| <b>Date Submitted:</b>   | 6/19/2020                                    |
| <b>Mandate:</b>  |  |
| <b>Mission Critical:</b>   |  |
| <b>Description:</b>  |  |
| DMA is seeking future cloud solutions  |  |
|  |  |

# Report Title: IT Strategic Plan Budget Tables

Agency: 123 Department of Military Affairs (DMA)

Date: 7/29/2020

| <b>Current IT Services</b>                      |                     |              |                     |              |
|---|---------------------|--------------|---------------------|--------------|
|   | <b>Costs Year 1</b> |              | <b>Costs Year 2</b> |              |
| <b>Category</b>                                 | <b>GF</b>           | <b>NGF</b>   | <b>GF</b>           | <b>NGF</b>   |
| <b>Projected Service Fees</b>                   | \$36,409.00         | \$766,172.00 | \$37,501.00         | \$789,157.00 |
| <b>VITA Infrastructure Changes</b>              | \$7,500.00          | \$0.00       | \$7,500.00          | \$0.00       |
| <b>Estimated VITA Infrastructure</b>            | \$43,909.00         | \$766,172.00 | \$45,001.00         | \$789,157.00 |
|   |                     |              |                     |              |
| <b>Specialized Infrastructure</b>               | \$100,000.00        | \$0.00       | \$100,000.00        | \$0.00       |
| <b>Agency IT Staff</b>                          | \$75,000.00         | \$35,000.00  | \$75,000.00         | \$35,000.00  |
| <b>Non-agency IT Staff</b>                      | \$0.00              | \$65,000.00  | \$0.00              | \$65,000.00  |
| <b>Cloud Computing Service</b>                  | \$10,000.00         | \$0.00       | \$10,000.00         | \$0.00       |
| <b>Other Application Costs</b>                  | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Total</b>                                    | \$228,909.00        | \$866,172.00 | \$230,001.00        | \$889,157.00 |
|   |                     |              |                     |              |
| <b>Proposed IT Investments</b>                  |                     |              |                     |              |
|   | <b>Costs Year 1</b> |              | <b>Costs Year 2</b> |              |
| <b>Category</b>                                 | <b>GF</b>           | <b>NGF</b>   | <b>GF</b>           | <b>NGF</b>   |
| <b>Major IT Projects</b>                        | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Non-Major IT Projects</b>                    | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Agency-Level IT Projects</b>                 | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Major Stand Alone IT Procurements</b>        | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Non-Major Stand Alone IT Procurements</b>    | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Agency-Level Stand Alone IT Procurements</b> | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Procurement Adjustment for Staffing</b>      | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Total</b>                                    | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
|   |                     |              |                     |              |
| <b>Projected Total IT Budget</b>                |                     |              |                     |              |
|   | <b>Costs Year 1</b> |              | <b>Costs Year 2</b> |              |
| <b>Category</b>                                 | <b>GF</b>           | <b>NGF</b>   | <b>GF</b>           | <b>NGF</b>   |
| <b>Current IT Services</b>                      | \$228,909.00        | \$866,172.00 | \$230,001.00        | \$889,157.00 |
| <b>Proposed IT Investments</b>                  | \$0.00              | \$0.00       | \$0.00              | \$0.00       |
| <b>Total</b>                                    | \$228,909.00        | \$866,172.00 | \$230,001.00        | \$889,157.00 |

# **Report Title: IT Strategic Plan Projects**

**Agency:** 123 Department of Military Affairs (DMA)

**Date:** 7/29/2020

There are no projects for this agency.

# Report Title: IT Strategic Plan Procurements

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Date: 7/29/2020

## Stand Alone Procurements:

There are no stand alone procurements for this agency.