

**REQUEST TO DEPLOY (RTD) FORM  
INSTRUCTION GUIDE (RTD Form V2.0)**

**IMPORTANT:** An incomplete or improperly completed RTD will not be processed for prioritization and scheduling. It is the responsibility of the CDA/POR/Echelon II to ensure all instructions for the completion of RTD are followed and when necessary appropriate supporting documentation is provided.

**ROUTING USE:** This form will be used by the government and contractor, to provide services under the provisions of the NMCI contract. The information provided is necessary to assist the approving authority in determining the proper prioritization and scheduling of the release.

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**HOW TO COMPLETE THIS APPLICATION**

The following detailed instructions are provided to assist in the completion of the RTD and provide clarification of information required.

**RTD HELP DESK SUPPORT**

Additional support in the completion of the RTD is available Monday through Friday during the hours of 0800 to 1600 (Pacific Time) by contacting the RTD Help Desk at (619) 524-4554 or by sending an email to nmci\_scm@spawar.navy.mil

**SECTION 1 – INFORMATION ON CENTRAL DESIGN ACTIVITY (CDA)  
INITIATING REQUEST, ACTIVITY/COMMAND & POINT OF CONTACT  
(POC)**

**CENTRAL DESIGN AUTHORITY – TECHNICAL POINT OF CONTACT**

If COTS application, Product Technical Point of Contact will be the Vendor  
If GOTS application, enter the information of the developing activity.  
If POR application, enter information for Program of Record.

1. Full Name: Enter the CDA's full Name (First Name / Middle Initial / Last Name)
2. E-Mail Address: Enter the CDA's E-Mail address (i.e. harry.jones@navy.mil, smithbj@spawar.navy.mil)
- 3-6. Mailing Address: Enter the CDA's mailing address to include street, city, state and zip code. If the mailing address is to a PO Box include PO Box information in the street address line.
7. Commercial Telephone Number: Enter the CDA's commercial telephone number providing the 3 digit area code and the 7 digit phone number (i.e. (555) 555-1234)
8. DSN Telephone Number: (Defense Switch Network) Enter the CDA's 7 digit DSN telephone number.

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**ACTIVITY/COMMAND**

If COTS application, Product Technical Point of Contact will be the Vendor

If GOTS application, enter the information of the developing activity.

If POR application, enter information for Program of Record.

9. Activity/Command Name: Enter the name of the CDA's Activity/Command (i.e. NAVAIR, COMPACFLT, NETC, NMOC, etc.).
  
- 10-13. Mailing Address: Enter the activity/command mailing address to include street, city, state and zip code. If the mailing address is to a PO Box include PO Box information in the street address line.
  
14. Command/Activity Unit Identification Code (UIC): Enter the designated alphanumeric unit identification code (i.e. N00027).

**ACTIVITY/COMMAND ALTERNATE POINT OF CONTACT (POC)**

POC is an alternate contact for the application. If there are questions that arise, the POC will be contacted, therefore POC information is required.

15. Full Name: Enter the CDA's full Name (First Name / Middle Initial / Last Name)
  
- 16-19. Mailing Address: Enter the POC's mailing address to include street, city, state and zip code. If the mailing address is to a PO Box include PO Box information in the street address line.
  
20. E-Mail Address: Enter the POC's E-Mail address (i.e. harry.jones@navy.mil, smithbj@spawar.navy.mil)
  
21. Commercial Phone Number: Enter the POC's commercial telephone number providing the 3 digit area code and the 7 digit phone number (i.e. (555) 555-1234)
  
22. DSN Phone Number: (Defense Switch Network) Enter the POC's 7 digit DSN telephone number.

Note: Comment box is provided to place any comments.

**SECTION 2 – RELEASE INFORMATION**

23. Is this a New Application or Modification/Update/Patch? Mark the appropriate box. If the release is a new application check the "New Application" box. If the release is to be modified/updated/patched, check the "Modification/Update/Patch" box and complete Section 3.

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24. Release Full Name: Enter the full name of the release, this includes a new release or release that modifies, upgrades, or updates an existing application.
25. Acronym: Enter the abbreviated initials of the release.
26. Version: Enter the version number of the release.
27. Type of Application: If the existing application is a Commercial Off the Shelf application check the “COTS” box. If the existing application is Government Off the Shelf application check the “GOTS” box.
28. CDA RFS Number:
29. Does the CDA have approval from the FAM to develop? Check the appropriate box. The FAM is the designated approving authority for the development of releases to an existing application or the introduction of an emerging application into NMCI.
30. Does the release provide a solution for a quarantined application? Check the appropriate box. If the release *is* a solution for a quarantined application select the “Yes” box. If the release *is not* a solution for a quarantined application select the “No” box.
31. Does the release provide a solution for an application previously waived to operate under the NMCI Ruleset? Check the appropriate box. If the release is a solution for an application that was previously under a waiver to operate under the NMCI Ruleset, then select the “Yes” box. If the release is not a solution for an application previously under a waiver to operate under the NMCI Ruleset, then select the “No” box.
32. Does this release modify/update an application on the NETWARCOM Admiral’s “Most Wanted List”? This information is provided by NETWARCOM via Naval Message. Action is being taken to post this information on the NETWARCOM website in the future at the following URL: <http://www.netwarcom.navy.mil>
33. Is this release Complex or Simple? Check the appropriate box. If the release is “Complex” box is checked, check the appropriate boxes below “Complex”. If the “Simple” box is checked, check the appropriate boxes below “Simple”.

Note: A *complex application* is any application that has a separate client side and server side, which require network connectivity to be fully functional. A *simple application* is defined as a standalone application that requires installation on an NMCI workstation only, and has minimal to no dependency on network connectivity to function.

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34. Technical Description of the Application: Enter technical information pertaining to the application. This information will be used by ISF during the testing and certification process.
35. Purpose, Requirement or Operational use of the Application: Enter information that describes the purpose, requirement, and operational use of the application.
36. Select the release plan, which best describes how it will be processed for deployment. Check the appropriate box. If “Unplanned, Emergency/Urgent Release is selected questions a, b, and c ***must be*** completed to support requested deployment plan. (See Chapter 2 in the NRD<sup>2</sup>G)

**URGENT/EMERGENCY RELEASES (ONLY) A-C MUST BE COMPLETED**

- a. Describe the risk(s) the Urgent Release Resolves: Enter a clear and concise explanation to the risks that are resolved by this release. (i.e. the application is not functioning and it is essential to the operational employment of a major weapon system.)
  - b. Describe the operational impact it imposes: Enter the operational use or business process that is supported by the application.
  - c. Describe its impact to current and future users: Enter the impact to the user in performing their mission?
37. If this is a mandated release check the appropriate box. List documents supporting mandate selected in the box below. CDA/POR/Echelon I/II must be able to provide documentation that supports the mandate.
  38. If there are any special requirements necessary to support this release check the appropriate box. If the “Yes” box is selected, provide the information below to support special requirements. (i.e. supporting database, dependencies on another application, other documentation, hardware, and/or training)
  39. How many Commands will be affected by this release? Enter the number of Commands the release will be supporting when deployed.
  40. Does the release have a Required Deployment Date? Check the appropriate box. If the “Yes” box is selected, enter the date the release media will be ready for submission to the lab for certification as the Required Deployment Date in MM/DD/YYYY format.
  41. Enter the date the media will be ready for submission to the Test Lab. Enter the date that the release will be ready for submission to the ISF in MM/DD/YYYY format. This may be an estimated date if the CDA is uncertain of the exact date. (This date should be 90 days prior to RDD)

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42. What is the impact of the release on mission accomplishment? Check the appropriate box. If other than “None” is selected an entry is required in the “Rationale for Impact Selected” box to support the selection.
43. What is the impact on the mission if the release is deployed later rather than sooner? Check the appropriate box. If other than “None” is selected an entry is required in the “Rationale for Impact Selected” box to support the selection.
44.
  - a. Is the release being used to replace an application scheduled for sunset? Check the appropriate box.
  - b. Will the release allow removal of applications other than the application listed in Section 3? Check the appropriate box. If yes, then provide name and version number of the applications being replaced.
45. Does the release increase the security of the application? Check the appropriate box. Check the “Yes” box, if the release increases the operational security of the application. Check the “No” box if the release does not increase the operational security of the application. If this question is ***not relevant*** check the “N/A” box.

**FINANCIAL IMPACT**

46. Does the release result in an overall cost savings to the Navy? Check the appropriate box. If the release ***does*** result in an overall cost savings to the Navy, then check the “Yes” box. If the release ***does not*** result in an overall cost savings to the Navy, check “No” box. If “Yes” is selected, *explain* why or how this release results in a cost savings to the Navy.
47. Will there be a substantial saving if the release is deployed sooner than later? Check the appropriate box. If there ***is*** a substantial saving to deploy the release sooner than later, then check the “Yes” box. If there ***is not*** a substantial saving in deploying the release sooner than later, then check the “No” box. If “Yes” is selected, *explain* why or how this release results in substantial savings if the release is deployed sooner than later.

**JOINT APPLICATION**

48. Is the release a Joint Application?
  - a. Check the appropriate box. If the release ***is*** a Joint Application, then select the “Yes” box. If the release ***is not*** a Joint Application, then select the “No” box.
  - b. Is this release a Joint Critical Application (as determined by NETWARCOM)? Check the appropriate box. If the release ***is*** a Joint Critical Application, then select the “Yes” box. If the release ***is not*** a Joint Critical Application, then select the “No” box.

**SECTION 3 – EXISTING APPLICATION INFORMATION**

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This section provides information on an application that already exists within the NMCI environment that is being modified, upgraded, or updated by the release being submitted. If the release being submitted does **not** support an existing application skip Section 3.

49. Application Full Name: Enter the full application name, no abbreviations. Consult the ISF Tools Database to ensure the same application name is entered here. This only applies to releases that are supporting an existing application.
50. Acronym: Enter the abbreviation of the application name. Consult the ISF Tools Database to ensure the same application acronym is entered here. This only applies to releases that are supporting an existing application.
51. Version: Enter the version number of the *existing* application. Consult the ISF Tools Database to ensure the same application version is entered here. This only applies to releases that are supporting an existing application.
52. CDA RFS Number: Enter the CDA RFS number from the ISF Tools Database that corresponds to the existing application. If no CDA RFS exists enter the other command RFS # that applies to existing application. If uncertain as to the type of RFS consult the ISF Tools Database to determine RFS type.
53. If no CDA RFS Exists: Enter a Command RFS number. If uncertain of the RFS number the ISF Tools Database.
54. Does the application have an NMCI Ruleset Waiver? Check the appropriate box.
55. Is the existing application in a quarantined status?
  - a. If the application is quarantined mark the “Yes” box. If the application is not quarantined then mark the “No” box.
  - b. Is the existing application on the NETWARCOM Admiral’s “Most Wanted List”? This information is provided via Naval Message from NETWARCOM. Action is being taken to post this information on the NETWARCOM website in the future at the following URL:  
<http://www.netwarcom.navy.mil>

### **SECTION 4 – SPONSORING ECHELON /POR REVIEW/APPROVAL**

*Section 4 must be completed by the sponsoring Echelon I/II/POR before the RTD can be submitted and accepted by the NETWARCOM NMCI Release Prioritization Manager (NRPM).*

56. Sponsoring Echelon I/II/POR Command Name: Enter the name of the CDA’s Activity/Command (i.e. NAVAIR, COMPACFLT, NETC, NMOC, etc.). This is

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the Echelon II/POR that is being supported by the CDA. Example: A SPAWAR CDA developing a release for NAVAIR, NAVAIR is the Sponsoring Echelon II.

57. Sponsoring Echelon I/II/POR UIC: Enter the designated alphanumeric unit identification code (i.e. N00027).
58. Command POC Name: Enter the Full Name (First Name / Middle Initial / Last Name) of the designated POC at the Sponsoring Echelon II for this release.
59. Email Address: Enter the POC's E-Mail address (i.e. harry.jones@navy.mil, smithbj@spawar.navy.mil)
60. Commercial Phone Number: Enter the POC's commercial telephone number providing the 3 digit area code and the 7 digit phone number (i.e. (555) 555-1234)
61. DSN Phone Number: (Defense Switch Network) Enter the CDA's 7 digit DSN telephone number.
62. Sponsoring Echelon II/POR Approval: Select the appropriate box. If "Disapproved" is selected, it is mandatory that a reason for disapproval be stated in the space provided. A disapproved RTD submitted to NETWARCOM will be sent back to CDA.

**SECTION 5 – NETWARCOM REVIEW/APPROVAL TO DEPLOY**

63. Is this approved or disapproved by NETWARCOM? Select the appropriate box. If the released is "Disapproved" a mandatory reason for disapproval is required in the space provided.
64. Date of Action: Enter the date action was taken on the release.

**SECTION 6 – NMCI RELEASE SCHEDULING MANAGER (NRSM)**

65. Are there any special requirements necessary to support the deployment of the release/application? Enter Yes or No.
66. Schedule Submission Date: Enter the Schedule Submission Date. (MMDDYYYY).
67. Required Deployment Date: Enter the Required Deployment Date (MMDDYYYY)