A black and white photograph of an eagle's head in profile, looking to the right. The eagle is perched on a branch, and the background is a light, textured surface with faint stars.

**CACI**

EVER VIGILANT™

**EOP**

**Email Data Restore Services**

**OAS-S-08-0018**

**Kick-Off Meeting**

**August 18, 2008**

*Can't use  
or look at  
tapes - just copy*

# **EOP Email Data Restore Services Kick-off Meeting**

## **Agenda**

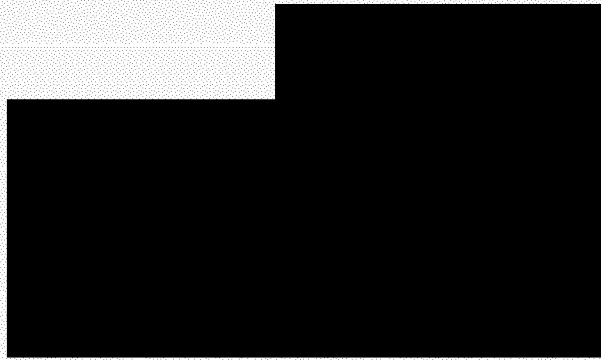
- **Welcome and Introductions**
  - **Team CACI**
    - CACI Knowledge and Information Management Division (KIMD)
    - eMag Solutions, Inc.
    - EmeSec, Inc.
- **Meeting Purpose**
- **Task Order Structure**
- **Program Overview**
- **Program Deliverables**
- **Work Breakdown Structure**
- **Discussion Points**
- **Wrap Up**
- **Questions and Answers**



# EOP Email Data Restore Services Kick-off Meeting Introductions



- **CACI**



- Vice President, Division Group Manager
- Vice President – Special Projects
- Program Manager
- Deputy Program Manager
- Senior Document Specialist
- Quality Assurance Manager
- Contracts Officer

- **eMag Solutions, Inc.**



- VP Operations

- **EmeSec, Inc.**



- IV&V Manger





**EOP Email Data Restore Services  
Kick-off Meeting  
About CACI**



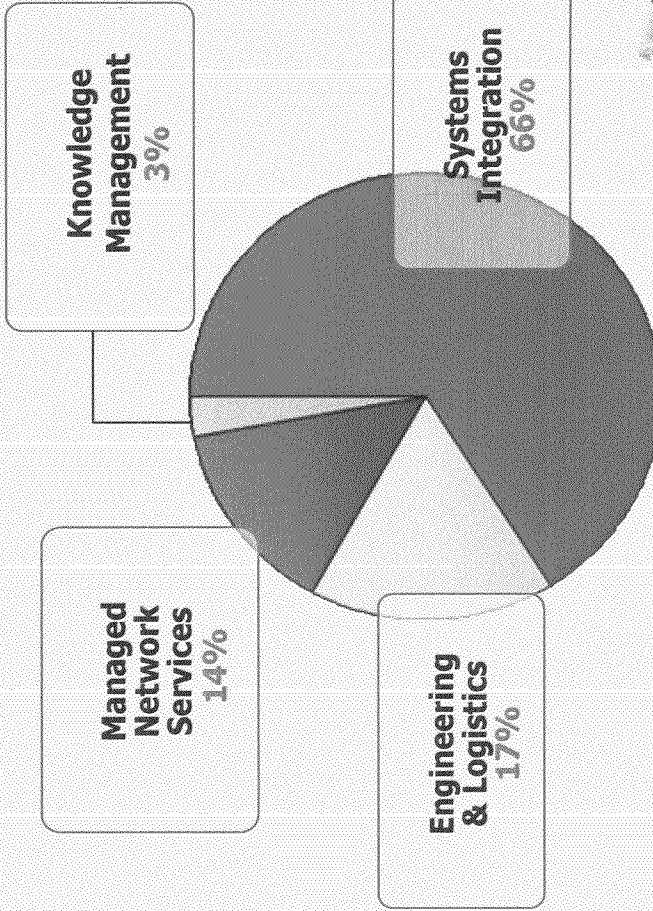
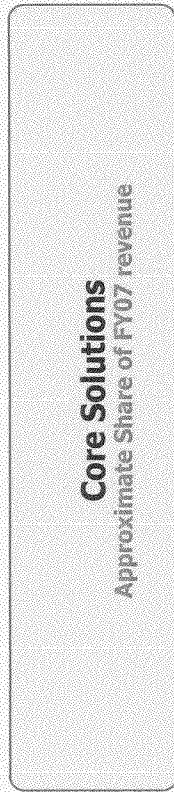
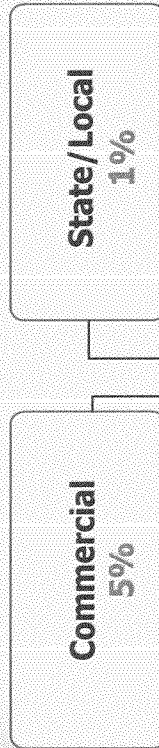
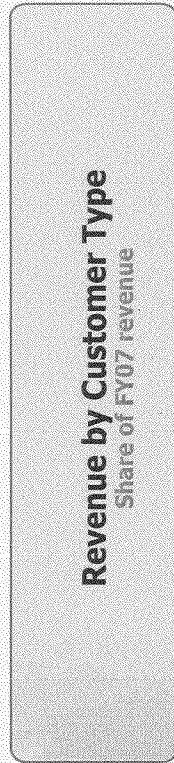
- **CACI is a \$2.4 billion international information technology company**
- **We provide the IT and professional services needed to prevail in today's new era of National Security, Intelligence, and eGovernment**
- **Our approx. 13,000 employees work in more than 120 offices worldwide; 69% with security clearances**



# EOP Email Data Restore Services Kick-off Meeting Business Overview



Extensive client experience and commitment to client satisfaction



## EOP Email Data Restore Services Kick-off Meeting

### Knowledge & Information Management Division (KIMD)



- **Mission Statement**

To be a world class provider of State-of-the-Art Document, Records, and Business Process Management technologies creating Knowledge Management (KM) solutions that allow customers to deliver on their core mission more efficiently and effectively

- **Vision Statement**

A full service DRM technology (imaging, DRM, ERM, BPM, etc.) provider with expertise and solutions (Document Exploitation, Declassification/FOIA, Case Management, etc.) utilizing all major vendors relevant to the CACI target markets providing the full suite of KM services from business case development to service delivery and full functional operation

- **Lines of Business:**

- Content Exploitation - Provide products and services to the Intelligence Community (IC) that will provide intelligence information at the earliest point, while supporting their mission objectives

- Electronic Records Management – Provide Document, Records, and Business Process Management products and KM solutions that improve customers service delivery by streamlining their business operations

- **CACI Horizontal**

Considered a CACI “Core Competency” and responsible for delivering KM solutions across the client spectrum





## **EOP Email Data Restore Services Kick-off Meeting**

### **Knowledge & Information Management Division (KIMD) overview**



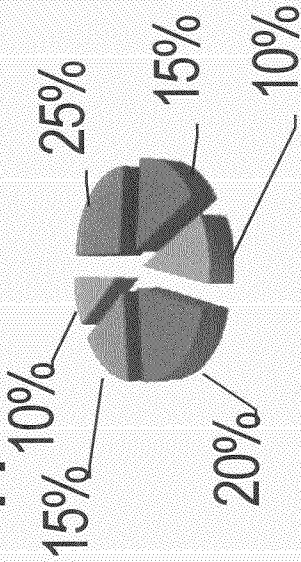
- **Head Count:**
  - Over 275 total staff
  - Over 150 with Top Secret Clearances
  - Over 80 with TS/SCI
- **Specific COTS Software Expertise:**
  - HighView (CACI the Developer)
  - Global360 (Wang, Eastman Software, EiStream)
  - Documentum
  - FileNet



## EOP Email Data Restore Services Kick-off Meeting KIMD Clients (selected)

- **Intelligence Community & DoD**
  - DHS – ICE/CBP
  - DCHIC (was CIFA)
  - NGIC
  - U.S. Navy
  - U.S. Army
  - Other members of the IC (classified)
- **Public Sector**
  - NARA
  - DOJ (FBI, BATF)
  - DOT (BT&T , IRS)
  - US ITC
  - Department of State
- **State & Local Government**
  - State of Maryland
  - State of New Jersey
  - State of Oregon
  - Snohomish County , WA

### Application Solutions



- DOCEX
- eFOIA
- Dedassification
- Case Management
- Doc/Rec Management
- IT Applications



# EOP Email Data Restore Services Kick-off Meeting About eMag Solutions

**CACI**  
EVER VIGILANT™

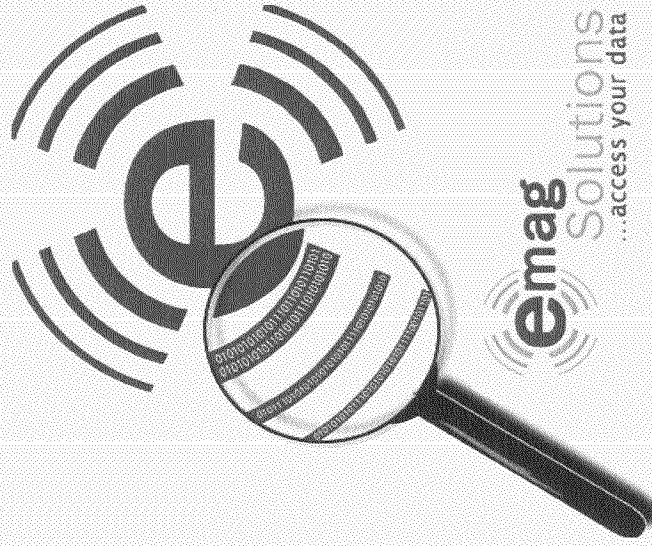
- *eMag Solutions* is an Atlanta GA, based international organization providing proactive and reactive data management solutions for litigation, regulatory, and compliance matters

## Our Values

- Developing innovative software solutions that enable our customers to cost-effectively retrieve, manage and archive their enterprise data
- Providing our clients with the most efficient process for getting to target data – From Raw to Refined
- Maintaining the highest quality standards through processing innovation and automation
- Help our customers dramatically reduce costs, improve accuracy and accelerate turnaround times

## Federal Clients

- Internal Revenue Service
- Department of Education
- Office of Naval Intelligence
- Drug Enforcement Administration
- Federal Bureau of Investigations
- Immigration & Customs Enforcement - DHS
- Department of Justice
- Department of Defense
- Securities & Exchange Commission
- DHHS – Centers for Disease Control
- United States Post Office
- Veterans Administration
- NARA
- ...and many other OIG & IT Groups nationwide



**EOP Email Data Restore Services  
Kick-off Meeting  
About EmeSec Incorporated**



▪ **Management Consulting Company Specializing in Information Assurance**

- TS Facility Clearance
- ISO 9001:2000
- Service Disabled Veteran-owned, Woman-owned 8a Business, ISO 9001:2000 Certified

▪ **Customer Services**

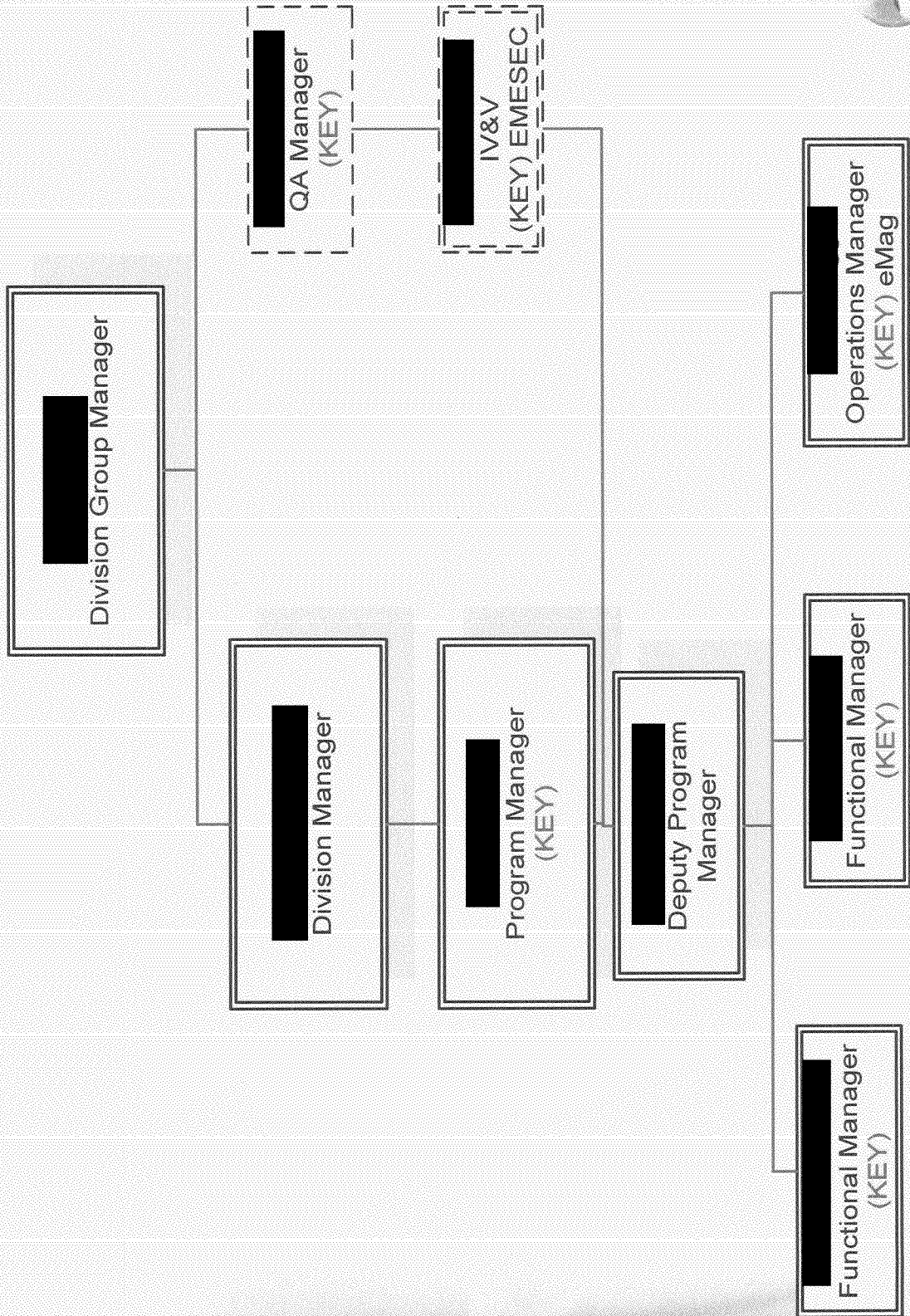
- Advise and Assist consultations on Policy & Procedure Development, Security Architecture, IV&V, C&A, and Contingency Planning
  - Serving DOD, Civilian Agencies, and Commercial Organizations

▪ **Corporate Differentiation**

- We provide proven metrics-oriented services, acting as your advocate through practitioners with real world experience
- 75% of staff are cleared AND hold security certifications



# EOP Email Data Restore Services Kick-off Meeting Program Organization Overview

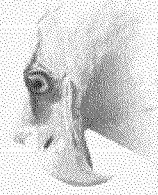




## **EOP Email Data Restore Services Kick-off Meeting**

### **Purpose**

- **Review Task Order OAS-S-08-0018**  
*Executive Office of the President (EOP) Office of  
Administration Email Data Restore Services*
  
- **Validate Task Order understanding by the CACI Team  
and EOP Program Office**
  - Overview of the Contract Deliverables
  - Overview of functional areas – Goals and Issues



## **EOP Email Data Restore Services Kick-off Meeting Program Objectives**

- 1) Recover email messages from backup tape inventory to assist OCIO in ensuring the accuracy and completeness of the existing inventory of email records which was produced during the current Presidents administration.**
- 2) Achieve optimum operational efficiencies in accomplishing the required recovery services.**
- 3) Implement a professional customer-focused approach that provides a high level of responsiveness to OCIO needs, with proactive and effective resolution of problems, and timely communications.**
- 4) Create and sustain an agile work environment capable of delivering services in response to unforeseen needs.**
- 5) Ensure support deadlines are well-planned, executed, and completed in a manner that meets or exceeds established time constraints.**
- 6) Deliver accurate, timely, relevant, succinct and complete documentation and reporting utilizing OCIO approved tools and industry accepted best practices.**
- 7) Develop a full partnership relationship with the Government that will result in cost savings and operational efficiencies in the services provided.**



## **EOP Email Data Restore Services Kick-off Meeting Task Order Structure**

- **CLIN 0001 – Functional Area 1 (FA-1)**
  - **Firm Fixed Price (FFP)**
  - **Email Data Restore Project Plan**
- **CLIN 0002- Functional Area 2 (FA-2)**
  - **Cost Plus Award Fee (CPAF)**
  - **Create Data Reconstruction Environment**
- **CLIN 0003 – Functional Area 3 (FA-3)**
  - **Cost Plus Award Fee (CPAF)**
  - **Return Results**
- **CLIN 0004 – Other Direct Costs**
  - **Fixed Unit Pricing**







## **EOP Email Data Restore Services Kick-off Meeting Program Overview – Functional Area 1**

- **Overview**
  - A Program Management Plan (PMP) and Quality Assurance Plan (QAP) to monitor all provided Email Data Restoration Services
  - A comprehensive IV&V strategy to certify that every step of the restoration process accomplishes the intended results
  - Defined Operational Plans for Functional Areas 2 and 3
- **Key Deliverables**
  - EOP Approved Quality Assurance (QA) processes
  - EOP approved Replication and Restorations Processes
  - EOP approved IV&V processes
- **Critical Issues**
  - Identify Target Request Dates
  - Examine EOP Tape Inventory System
  - Determine Approximate number of tapes to be replicated
  - Sample Tape Set (EDM/Networker)



# EOP Email Data Restore Services Kick-off Meeting Work Breakdown Structure- FA1



ID	Task Name	Duration	Start	Finish	Predecessor
0	EOP E-mail Data Restore	137 days?	Fri 8/8/08	Mon 2/16/09	
1	Project Kick Off	3 days	Fri 8/8/08	Tue 8/12/08	
2	Prepare Presentation	3 days	Fri 8/8/08	Tue 8/12/08	
3	Kick Off Meeting	2 days	Fri 8/8/08	Mon 8/11/08	
4	Functional Area 1: E-mail Data Restore Project Plan	100 days?	Fri 8/8/08	Tue 12/30/08	
5	Security Clearance Screening and Processing	21 days?	Fri 8/8/08	Fri 9/5/08	
6	Program Management Plan	21 days	Wed 8/13/08	Wed 9/10/08	2
7	Quality Assurance Plan	50 days	Wed 8/13/08	Tue 10/21/08	2
12	Functional Area 2 Plans	60 days	Wed 8/13/08	Tue 11/4/08	
22	Transportation Plans	25 days	Wed 8/13/08	Tue 9/16/08	2
23	Chain of Custody Plans	25 days	Wed 8/20/08	Tue 9/23/08	24
35	Data Plans	30 days	Wed 9/24/08	Tue 11/4/08	34
42	Functional Area 3 Plans	20 days	Wed 11/5/08	Tue 12/2/08	22
43	Email Restore Plans	11 days	Wed 11/5/08	Wed 11/19/08	
48	Email Deduplication Plans	20 days	Wed 11/5/08	Tue 12/2/08	
55	PST Delivery Plans	20 days	Wed 11/5/08	Tue 12/2/08	
61	Contract Close Out	50 days	Wed 10/22/08	Tue 12/30/08	
62	Administrative Procedures	2 Wks	Wed 10/22/08	Tue 11/4/08	12
63	Media Destruction Procedures	20 days	Wed 12/3/08	Tue 12/30/08	62, 55

# EOP Email Data Restore Services Kick-off Meeting Program Overview – Functional Area 2

- **Overview**
  - Identification of tapes and full tape inventory
  - Tape replication and verification
  - Tape replication and cataloging to be completed on a Fixed Unit Price (FUP) basis.
- **Key Deliverables**
  - Replicate all Backup Tapes necessary to “Certify” that every tape with a possible responsive PST file has been replicated and catalogued
  - Create a Forensic Catalogue for all tapes replicated
- **Critical Issues**
  - Begin Tape Replication by 10/19/2008
  - Identify Replication Site (Atlanta, GA or Lanham, MD)





# EOP Email Data Restore Services Kick-off Meeting Work Breakdown Structure- FA2



ID	Task Name	Duration	Start	Finish	Predecessor	Jan 4, '09	Jan 11, '09	Jan 18, '09	Jan 25, '09
						T W T F S S	T W T F S S	T W T F S S	T W T F S S
69	Functional Area 2: Create Data Reconstruction Environment	85 days	Wed 9/24/08	Tue 10/20/09		T W T F S S	T W T F S S	T W T F S S	T W T F S S
70	Media Identification	20 days	Wed 9/24/08	Tue 10/21/08	29				
71	Validate Media Inventory System	1 wk	Wed 9/24/08	Tue 9/30/08					
72	Organize batches for transport	3 wks	Wed 10/1/08	Tue 10/21/08	71				
73	Chain of Custody (Originals)	50 days	Wed 10/22/08	Tue 12/30/08	70				
74	Bar code / Package Leaving EOP Facility	5 wks	Wed 10/22/08	Tue 11/25/08					
75	Access Control/Package entering processing facility	5 wks	Wed 11/25/08	Tue 12/30/08	74				
76	Tape Replication and Cataloging	8 wks	Wed 11/25/08	Tue 12/30/08	35				
77	Chain of Custody (Originals)	15 days	Wed 12/31/08	Tue 1/20/09	76				
78	Bar code / Package Leaving Processing Facility	3 wks	Wed 12/31/08	Tue 1/20/09					
79	Access Control/Package entering EOP	3 wks	Wed 12/31/08	Tue 1/20/09					
80	Deliverables	10 days	Wed 12/31/08	Tue 1/13/09					
81	Replicated tapes	10 days	Wed 12/31/08	Tue 1/13/09	76				
82	Inventory report	2 wks	Wed 1/20/09	Tue 1/13/09	76				
83	IV&V Report	2 wks	Wed 1/20/09	Tue 1/13/09	76				
84	QA Audit	2 wks	Wed 1/20/09	Tue 1/13/09	76				
85	Forensic catalog	10 days	Wed 12/31/08	Tue 1/13/09	76				
86	IV&V Report	2 wks	Wed 1/20/09	Tue 1/13/09					
87	QA Audit	2 wks	Wed 1/20/09	Tue 1/13/09					



# EOP Email Data Restore Services Kick-off Meeting

## Program Overview – Functional Area 3



- **Overview**
  - Extraction of all identified .PST files and de-duplicate all responsive emails to create a .PST (or multiple if size requires) by component
  
- **Key Deliverables**
  - Restore all PST files responsive to the Restoration Request submitted by EOP
  - De-duplicate all PST files to create a single PST file for Each Component for each Date within each EOP Restoration Request.
  
- **Critical Issues**
  - Begin Tape Restoration by 11/01/2008
  - Identify Restoration Site (Atlanta, GA or Lanham, MD)
  - Identify Current Active EDB File Sizes



# EOP Email Data Restore Services Kick-off Meeting Work Breakdown Structure- FA3



ID	Task Name	Duration	Start	Finish	Predecessor
88	Functional Area 3: Return Results According to Government Selected Recovery Options	51 days	Mon 11/10/08	Mon 1/19/09	
89	Email Restore Request	6 days	Mon 11/10/08	Mon 11/17/08	
90	Log Request from EOP	1 day	Mon 11/10/08	Mon 11/10/08	
91	Determine the tapes that are responsive to request	1 wk	Tue 11/11/08	Mon 11/17/08 90	
92	Email Restore - Processing	8 wks	Tue 11/11/08	Mon 1/5/09 90	
93	Deliverables	10 days	Tue 1/6/09	Mon 1/19/09 92	
94	De-duplicated PST files	1 wk	Tue 1/6/09	Mon 1/12/09	
95	PST source tape report	1 wk	Tue 1/6/09	Mon 1/12/09	
96	QA Audit	1 wk	Tue 1/13/09	Mon 1/19/09 94,95	
97	IV&Y Report	1 wk	Tue 1/13/09	Mon 1/19/09 94,95	
98	Closeout	20 days	Tue 1/20/09	Mon 2/16/09 93	
99	Replicated tapes	15 days	Tue 1/20/09	Mon 2/9/09	
100	Inventory replicated tapes	1 wk	Tue 1/20/09	Mon 1/26/09	
101	Destroy replicated tapes	2 wks	Tue 1/27/09	Mon 2/9/09 100	
102	Equipment	15 days	Tue 1/20/09	Mon 2/9/09	
103	Inventory equipment	1 wk	Tue 1/20/09	Mon 1/26/09	
104	Purge / wipe equipment	2 wks	Tue 1/27/09	Mon 2/9/09 103	
105	Deliverables	5 days	Tue 2/10/09	Mon 2/16/09 99,102	
106	QA Audit	1 wk	Tue 2/10/09	Mon 2/16/09	
107	IV&Y Report	1 wk	Tue 2/10/09	Mon 2/16/09	





# EOP Email Data Restore Services Kick-off Meeting Program Deliverables



Milestone/Deliverable Number	Milestone/Deliverable	Section C Ref.	Initial Delivery Date
0001	E-mail data restore plan	FA1	12/30/2008
0002	Replicated Tapes	FA2	12/31/2008
0003	Inventory Report	FA2	12/31/2008
0004	IV&V Report	FA2	12/31/2008
0005	QA Audit Report	FA2	12/31/2008
0006	Forensic Catalog	FA2	12/31/2008
0007	IV&V Report	FA2	12/31/2008
0008	QA Audit	FA2	12/31/2008
0009	De-duplicated PST files	FA3	01/06/2009
0010	PST source tape report	FA3	01/06/2009
0011	QA Audit	FA3	01/13/2009
0012	IV&V Report	FA3	01/13/2009
0013	Closeout QA Audit	FA3	02/10/2009
0014	Closeout IV&V Report	FA3	02/10/2009

## **EOP Email Data Restore Services Kick-off Meeting Program Management Approach**



- **A proven management approach utilizing CACI corporate procedures adapted for this project from our industry best practices**
  - Process Based Best practices management
    - PMP and CMMI Level 3 methodologies
  - Full integration with the corporate system methodology
    - CACI Defined Process (CDP)
  - Maximum utilization of automated tools
  - Proactive Risk Management
    - Early identification and resolution of risk element
  - Flexibility to accommodate customer-mandated modifications
  - Full cost and schedule accountability for each project element and deliverable
- **CACI PM with full Program Authority**
  - Provides a single point of contact
- **Full client involvement and visibility in the process**
  - Weekly and Monthly and as necessary daily reports



**EOP Email Data Restore Services  
Kick-off Meeting  
Discussion Points**



- **Key Project Contact Information**
- **Security Clearance Procedures and Process Overview**
- **Available Documentation and Access Procedures**
- **Sample Set of Backup Tapes**
- **Public Disclosure Guidelines**





**EOP Email Data Restore Services  
Kick-off Meeting  
Wrap Up**



- **Next Steps**
- **Action Item Summary from Kickoff Session**
- **Questions and Answers**

