



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

FEB 26 2009

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Revision to Program Management Agreement (PMA) Policy

- References:
- (a) USD (AT&L) memorandum of May 25, 2007, Program Management Tenure and Accountability
 - (b) ASN (RD&A) memorandum of August 10, 2007, Program Manager Tenure and Accountability
 - (c) ASN (RD&A) memorandum of October 30, 2007, Program Management Agreements - hereby canceled
 - (d) ASN (RD&A) memorandum of February 20, 2008, Program Management Agreement Processing - hereby canceled
 - (e) DoDI 5000.02, "Operation of the Defense Acquisition System" of December 8, 2008

The purpose of this memorandum is to distribute attachments (1) and (2) and to consolidate and update the Navy's guidance on PMAs. Attachment (1), USD(AT&L) memorandum of December 19, 2008 entitled "Revision to Program Management Agreement (PMA) Policy" implements statutory changes to PMAs for major defense acquisition programs (MDAPs).

Reference (a), distributed via reference (b), required PMAs for ACAT I and II programs. Subsequently, reference (c) required PMAs for all ACAT programs. Reference (d) provided instructions for processing PMAs. The current, relevant details of references (c) and (d) are incorporated below and/or in attachment (2), "Program Management Agreement" (template). Therefore, references (c) and (d) are hereby canceled.

PMAs are now required for ACATs I and II only. Each PMA will communicate the PM's annual assessment of the current state of the program, specific actions and events planned, and the PM's overall goals for the program, for the next 12 months. PMs should use the ASN(RD&A) Dashboard reporting system to the greatest extent possible to execute this policy. PMAs shall be approved within six months of appointment of a PM. The PMA shall be updated and approved annually thereafter, using the attachment (2) template as a guide. We have revised attachment (2) to comply with attachment (1)

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and reference (e), enclosure 10, paragraph 2, "Program Management Agreement (PMAs)."

Although the template is a guide, Section VI of the template contains the statutory requirement implemented herein (and via attachment (1)) and thus the agreements contained in Section VI are mandatory for all PMAs for MDAPs. All MDAP PMAs signed after the date of this memorandum shall include the Section VI paragraph of attachment (2).

PMAs shall be signed by the Program Manager (PM), the Program Executive Officer (PEO) (or the SYSCOM Commander or designee for programs not assigned to a PEO), the program/resource sponsor or advocate, ASN(RD&A) and the Milestone Decision Authority.

Completed PMAs shall be submitted electronically to the appropriate product DASN for review and oversight, with a copy to DASN(A&LM). Progress in meeting PMAs will be reviewed at each Program Gate Review.

Please ensure that all ACAT I and II programs under your cognizance have current/annual PMAs on file with both the appropriate product DASN and DASN(A&LM).

This policy shall be incorporated into the next update of SECNAVINST 5000.2.

Please contact Mr. Pete Chase, DASN(A&LM) at peter.m.chase@navy.mil, (703) 693-4076, if you have any questions regarding this policy.



David Architzel
Vice Admiral, U.S. Navy
Principal Deputy

Attachments:
As stated

SUBJECT: Revision to Program Management Agreement (PMA) Policy

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ACQUISITION,
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THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

DEC 19 2008

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Revision to Program Management Agreement (PMA) Policy

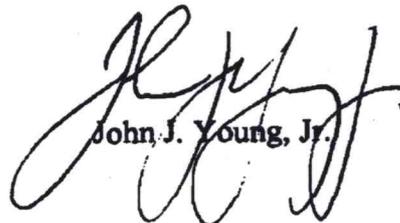
Reference: USD(AT&L) memorandum, "Program Management Tenure and
Accountability," May 25, 2007

The referenced policy memorandum established the requirement for PMAs. These agreements help ensure: a Program Manager's annualized plan is consistent with those of the organization; there is a common basis for understanding and accountability; the specified plans are resourced and achievable; and both the organization's and individual's responsibilities are effectively communicated.

While the format for the PMA is at the discretion of the Component, each PMA shall make clear that Program Managers have: (a) the authority to object to the addition of new program requirements that would be inconsistent with the parameters established at Milestone B (or Key Decision Point B in the case of a space program) and reflected in the performance agreement, unless such requirements are approved by the appropriate Configuration Steering Board; and (b) the authority to recommend to the appropriate Configuration Steering Board reduced program requirements that have the potential to improve program cost or schedule in a manner consistent with program objectives.

This revision reflects the requirements of section 853(d)(2) of the John Warner National Defense Authorization Act for FY 2007, Pub. L. No. 109-364, as amended by section 814 of the Duncan Hunter National Defense Authorization Act for FY 2009, Pub. L. No. 110-417. Please update the implementation guidance you issued within 60 days to reflect this revision.

My point of contact is Mr. David Ahern at 703-697-9386.


John J. Young, Jr.

2008 DEC 22 AM 11:24

DEFENSE ADMIN



PROGRAM MANAGEMENT AGREEMENT OF (date)

I. GENERAL INFORMATION

Program

Program Manager (PM) Name, Rank, Tenure Duration

ACAT Designation, Lifecycle Phase, Exit Criteria

Date of last review, Date of Next Review

II. CURRENT PROGRAM ASSESSMENT

- Attachment (1) presents the current program assessment.
 - Use the Dashboard “Program Detail” chart.

III. PROGRAM ASSESSMENT MITIGATING ACTIONS

- The following mitigation plans address those Program Assessment Categories within Attachment (1) that are assessed at other than Green:
 - Category: The PM will describe specific actions to be taken over the next 12 months that address the conditions described for each category that was assessed as other than green.
 - Category: Mitigating actions will be quantifiable and measurable to the greatest extent possible.
 - Category: Mitigating actions for the upcoming year may be part of a larger plan that will unfold over the course of several years. If this is the case, a brief description of the larger plan will be included.

IV. KEY EVENTS

In addition to the scheduled events listed in Attachment (1), the following (4-6) key events are anticipated during the next 12 months.

List key events that are a level of granularity below the milestone schedule in the Dashboard Program Overview Report

Key events may include critical path events along an Integrated Master Schedule, decision points, test events, and design reviews.

Attachment (2)

PROGRAM MANAGEMENT AGREEMENT OF (date), page 2 of ____
Program:

V. PROGRAM MANAGER'S 12 MONTH GOALS

[This section should be a discussion of the Program Manager's Goals for the next year, beyond the mitigating actions discussed in Section III above. Goals should be aligned with established ASN(RD&A) strategic goals, to the extent possible. Goals may include such things as placing greater emphasis in a specific area of the program, specific idea for cost control, personnel development goals, achieving key aspects of design development, etc. The PM should present (4-5) goals that move the program forward within the current cost, schedule and performance criteria. Goals must be specific, achievable and measurable during the upcoming 12 month period.]

VI. PM AUTHORITIES RELATED TO ADDITION/DELETION OF PROGRAM REQUIREMENTS

It is agreed and understood that the PM has the authority to object to the addition of new program requirements that would be inconsistent with the parameters established at Milestone B (or Key Decision Point B in the case of a space program) and reflected herein, unless such requirements are approved by the appropriate Configuration Steering Board (CSB). It is further agreed and understood that the PM has the authority to recommend, to the appropriate CSB, reduced program requirements that have the potential to improve program cost or schedule in a manner consistent with program objectives.

_____ Check here if this is not a major defense acquisition program as defined by 10 USC section 2430(a) and, therefore, above paragraph does not apply.

**PROGRAM MANAGEMENT AGREEMENT OF (date), page 3 of ____
Program:**

VII. ATTACHMENTS

- (1) Dashboard Program Overview Report dated xx mmm yyyy.
- (2) Current approved Acquisition Program Baseline dated xx mmm yyyy.

PM Title/Rank, Name (Typed or Printed)

PM Signature and Date

PEO Title/Rank, Name (Typed or Printed)

PEO Signature and Date

Program/Resource Sponsor Title/Rank, Name
(Typed or Printed)

Sponsor Signature and Date

ASN(RD&A) Title/Rank, Name
(Typed or Printed)

ASN(RD&A) Signature and Date

MDA (if not ASN(RD&A)) Title/Rank, Name
(Typed or Printed)

MDA Signature and Date

Attachment (2)