2004/01260070

THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

DEC 1 0 2004

MEMORANDUM FOR DISTRIBUTION

Subj: Policy and Guidance on Convening ASN(RDA) Chaired Executive Committee (EXCOMM) Meetings

Background. The Assistant Secretary of the Navy for Research, Development and Acquisition (ASN(RDA)), utilizes Executive Committee (EXCOMM) meetings as a Forum by which to discuss and resolve issues regarding acquisition matters. EXCOMMs will be structured to fully address critical issues which require programmatic direction, funding and/or technical understanding across a broad spectrum of Navy stakeholders.

Policy. An EXCOMM may be called for the following types of acquisition matters:

- Program. Review of major Navy programs (ACAT IC, ID) or specific issues within these programs (examples – Submarines, Carriers, DD(X), CEC)
- Enterprise. Enterprise-wide technical and programmatic issues and/or initiatives that require top level discussion, understanding and direction; often these initiatives require formal programmatic transition and may affect the entire Enterprise in investment and /or technology (examples – Open Architecture, FORCEnet etc.)
- Other matters may merit EXCOMM discussions and can be considered on a case by case basis.

Mechanics. Recommendations for specific EXCOMM Topics may also originate at the PEO, or DASN Level. PEO or other organizational requests for EXCOMMs will be submitted to the appropriate DASN who will review the request, staff and then forward to ASN(RDA) with recommendations. If approved by ASN(RDA), the responsible DASN will coordinate meeting details with the requesting organization, other attendees and the ASN(RDA) EA.

Requests for EXCOMM will include the following:

- What does originating organization hope to accomplish at the EXCOMM
- Summary of major issues
- Decisions requested/suggested
- Alternate means of accomplishing outside of EXCOMM

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Format.

The EXCOMM brief format must include the following:

- Summary of EXCOMM purpose
- Major issues
- Recommended decisions
- Alternative solutions (if appropriate)
- Recommended Way Ahead
- Highest classification level – SECRET (Genser)

The responsible DASN will provide oversight and guidance, taking an active part in reviewing the material that will be briefed to ASN(RDA).

To allow for adequate preparation, principals (all Flag and SES attendees) will be provided hard copies of UNCLASSIFIED portions of the brief 48 hours prior to the scheduled meeting.

After-EXCOMM Report.

Submitted by the presenting organization to the cognizant DASN no later than five working days subsequent to the EXCOMM.

Report to ASN(RDA) via responsible DASN and contain the following mandatory information:

- Major issues discussed
- Action items generated and action organization assigned, with due dates
- ASN(RDA) direction issued
- Summary of decisions made
- Recommended date for follow-up EXCOMM

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