



# Info Alert

ISSUE 221

24 October 2000

## SPAWAR Provides an Organized and Logical Approach to Milestone Decision Preparation

The Government Accounting Office (GAO) commended the Space and Naval Warfare Systems Command (SPAWAR) Headquarters for their internal Milestone (MS) Decision preparation process during a recent review. GAO quickly recognized SPAWAR's briefing templates and Program Manager checklists as having potential utility across the Navy.

SPAWAR created the briefing process to standardize the presentation format and provide a consistent view for the Milestone Decision Authority (MDA). Although DOD 5000.2-R does not mandate a particular presentation format, the process does establish consistency across the Systems Command and helps programs as they prepare to appear before a MDA.

The process begins at least six months before the Program Decision Meeting (PDM) with a checklist that is available to all PMs on the SPAWAR corporate intranet. The list, appropriately called the Program Manager's Checklist, provides a list of items the MDA is likely to consider and/or scrutinize at a Milestone Decision. SPAWAR's checklist is tailored to meet the Navy's milestone criteria and provides the associated legal and regulatory references for further investigation. Examples of some of the checklist questions include: Have you re-validated the Operational Requirements Document (ORD) and Acquisition Strategy (AS); Has your program met Cost, Schedule and Performance Acquisition Program Baseline thresholds; Are Total Ownership Cost (TOC) Objectives and a TOC Reduction Plan developed? With each of these questions comes a "Yes," "No," "N/A," and "Approval Date" block to be checked off. The checklist then serves the additional function of preparing the PM for briefing execution. The list directly corresponds to SPAWAR's briefing templates and conveniently provides a "stoplight status" based on checklist results. The stoplight status indicates the PM's level of confidence that a specific statutory or regulatory area has been completed and all criteria have been satisfied. "Green" indicates all "Yes's" on the checklist, while "Yellow" signifies "No" or "N/A" answers, and "Red" alerts the MDA to an obvious showstopper.



The briefing includes 10 sections that are categorized as sections A-J corresponding to the SECNAV-INST. 5420.188E briefing guidelines (Enclosure 2). The sections seamlessly contain the two major categories of program information required by SECNAVINST. 5420.188E: descriptive information and information subject to approval or consideration. The descriptive information includes sections A-C, which provides a Quad Chart (comprised of Major Milestones, Issues, Schedule, and a Program Overview), Existing Capabilities, and Key Unresolved Issues. Sections D-J provide information that may be subject to consideration, including areas such as the AS, IT Statutory and Treaty Compliance, Risk Assessment, and Recommendations.

Other helpful features of the briefing include hot-links within the templates that give the capability to advance to a specific topic area that may be of concern to the MDA. The briefing template also contains some humor, helpful hints, and advice in simple and easy to understand language. SPAWAR has also expanded the MS Decision Template to include related events, such as Low Rate Initial Production (LRIP) and Operational Test Readiness Review (OTRR).

If you have any questions about SPAWAR's approach or would like additional information on the briefing templates or process, please contact Mr. Paul Sabina of SPAWAR Code 00A-AR1 at 619-524-7146 (sabinap@spawar.navy.mil) or Ms. Lois Harper 00A-AR2 at 619-524-7144 (harperl@spawar.navy.mil).

**We're on the web!**  
**www.ar.navy.mil**

Please view these new templates and checklists at [www.ar.navy.mil/g-tools.html](http://www.ar.navy.mil/g-tools.html).