



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

JUN 02 2010

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Acquisition Executive Summary (DAES) – Detailed Guidance

In accordance with PDUSD(AT&L) memorandum, “Defense Acquisition Executive Summary (DAES),” dated May 12, 2010, I am providing additional detailed guidance for the restructured DAES review process.

Attached is a timeline for the DAES processing schedule from receipt of the data in the Defense Acquisition Management Information Retrieval (DAMIR) system through the release of the DAES meeting report. This is a generic timeline showing milestones tied to working days or milestones that are event driven based on the date of the DAES meeting. You will note that the processing cycle (from submission of reports to the DAES meeting) is about seven weeks for each group. Since we plan to hold a DAES meeting each month, the cycles for two groups overlap. That is, during the time period that slides are being prepared for one month’s meeting, reports are coming in for the next group. Despite this time lag between the report date and the meeting date, the presentation slides should contain the most recent information available at the time they are prepared.

Based on PDUSD(AT&L) direction from the May 21, 2010 DAES meeting, the templates for the presentation format have been revised. The revised templates are attached. We are adding a program overview slide at the beginning (Chart 1), which will include a narrative mission description, a brief program status, and program-specific graphics. The Issues/Help Needed slide (now Chart 2) remains unchanged except for the addition of “help needed” to the data requested. For the Schedule slide (now Chart 3), the DAMIR-generated schedule has been replaced by a more meaningful schedule that is typically used in OIPT and DAB meetings. A Tier 1 schedule showing changes from the approved baseline will normally meet this requirement. The schedule information shown should reflect both the current estimate of program milestones as well as the approved objectives in the current Acquisition Program Baseline (APB). The Cost and Quantity or “Spruill” slide (now Chart 4) has reverted back to the format typically used in OIPT and DAB meetings, that is, the original and current APB rows have been replaced by the last two approved budget submissions (e.g., PB10 and PB11). The Quad slide (now Chart 5) remains unchanged. The Contract Execution Status slide (now Chart 6) has been revised. The tabular data at the bottom of the previous format has been replaced by narrative bullets describing the current contract execution status, an explanation of the Earned

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Value Management (EVM) data (if applicable), the status of recent or planned Integrated Baseline Reviews (if applicable), and any known deficiencies in the contractor’s EVM system (if applicable). A separate slide should be prepared for each major contract. The Risk Summary slide (now Chart 7) and the Interrelationships, Dependencies and Synchronization with Complementary Systems slide (now Chart 8) remain unchanged. The presenting program manager may use additional slides if needed to explain any issues or help needed.

All DAES slides should be marked “Pre-Decisional/For Official Use Only.” Any proprietary or competition sensitive information should be clearly marked. DAES presentations will normally be unclassified. However, if an issue requires classified discussion, please notify my office via unclassified email and provide the slides via classified email.

The PDUSD(AT&L) has directed that the OSD assessments be reinstated on all programs submitting full DAES reporting. We are also returning to ten assessment indicators (shown below) in lieu of the five indicators that are currently being reported in DAMIR by the DoD Components. As soon as possible, the DoD Components should modify their management information systems to include the ten indicators, and program managers should begin reporting assessments against these indicators on a quarterly basis by DAES group. For the OSD staff assessments, each organization in the DAES community has been assigned to one or more indicators as follows:

<u>Assessment Indicator</u>	<u>Rating Organization(s)</u>
Cost	ARA/AM, CAPE, DCMA, OIPT Lead, PARCA
Schedule	OIPT Lead, PARCA
Performance	OIPT Lead, DDR&E/SE, JCS, PARCA
Funding	ARA/RA, USD(C)
Test	OT&E, DDR&E/DT&E
Logistics	L&MR, P&R
Management	OIPT Lead
Contracts	DPAP, IC
Interoperability	OIPT Lead
Production	IP

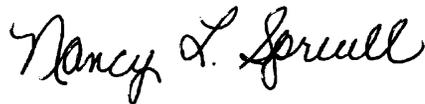
Each month, starting with the Group C programs in July 2010 (in support of the August 2010 DAES meeting), each of the above organizations will be responsible for assessing the status of these programs using the longstanding “green/yellow/red” rating (along with associated narrative for yellow or red ratings). The purpose of the OSD assessments is two-fold: (1) to assist in the selection of programs to be briefed at the DAES meeting and (2) to provide an independent assessment of program execution status. To supplement the program manager presentations at the monthly DAES

meetings, the OIPT leads will present a summary of the OSD assessments for the programs being briefed.

In support of the OSD assessment process, ARA will be offering training on the DAMIR DAES Review module in late June and early July 2010. The assessments from the OSD staff will be completed in the DAMIR DAES Review module by the eighth working day of the month (as shown on the attached timeline). Attached for your information and use in advance of the training is the DAMIR DAES Review User's Guide.

In order to coordinate personnel access and permissions in DAMIR, request each OSD organization that is responsible for preparing DAES assessments provide the name of a single point of contact to Mr. Larry Axtell at 703-695-5167 (larry.axtell@osd.mil) no later than close of business on Monday, June 7, 2010.

Finally, further guidance on the DAES review process should be expected in the coming year as we evolve the supporting practices and systems, to include the performance assessment capability being stood up by the Director, PARCA, pursuant to the Weapon Systems Acquisition Reform Act of 2009.



Nancy L. Spruill
Director
Acquisition Resources and Analysis

Attachments:
As stated

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