



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

MEMORANDUM FOR DISTRIBUTION

JUL 06 2009

Subject: Program Office Staffing Plan Management

The attached guidance is provided for your information and retention. Please make every effort to ensure conformance to the guidance as stated. Staffing plans for Department of the Navy ACAT I and IA programs will be submitted by ASN(RD&A)'s office electronically to OUSD(AT&L), Portfolio Systems Acquisition in conjunction with regularly scheduled Gate/Sufficiency Reviews. Therefore, you are not required to submit these separately at this time.

Kenneth L. Dotson  
Director, Acquisition Career Management (Acting)

Attachments:  
As stated

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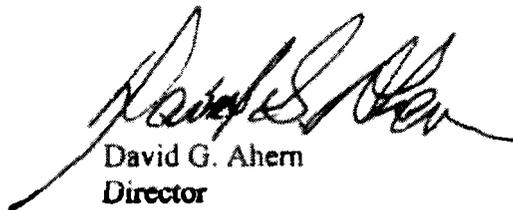
MEMORANDUM FOR COMPONENT ACQUISITION EXECUTIVES

SUBJECT: Program Office Staffing Plan Management

The recently issued revision of DoD Instruction 5000.2, "Operation of the Defense Acquisition System," November 2008, requires all program managers (ACAT I-III) to include a program office staffing plan as an element of their Technology Development Strategy or Acquisition Strategy, as appropriate. The staffing plan will define the program manager's assessment of the human resources required to successfully execute program objectives and deliverables at each phase of program development and any potential risks.

Rationale for the addition of a staffing plan requirement to DoDI 5000.2 stems from the recognition that staffing is a recurring problem for a number of our programs and marginal program office staffing is the number one systemic issue identified by program support reviews conducted on over 50 ACAT 1 programs. Program managers spend a great amount of time analyzing the risks to their program's success based on the program budget; risk analysis based on program staffing should be no different.

For now, all programs shall prepare and have on hand staffing plans within 30 days of this issuance; additionally, ACAT 1 and ACAT 1A programs shall submit their staffing plans electronically via their components to OUSD AT&L, Portfolio Systems Acquisition (PSA) Directorate. In the future, staffing plan information should be used to better understand how programs of all types operate in various phases of execution and to assess any correlations of particular staffing models on program success. This may require some standardization in the staffing plan structure in order to evaluate across commodities and components, and we will address this once we have evaluated currently available staffing plan information. PSA will coordinate submittals across all commodity areas. My action officer is Ms. Jane Rathbun, 703-614-1546, [Jane.Rathbun@osd.mil](mailto:Jane.Rathbun@osd.mil).

  
David G. Ahern  
Director  
Portfolio Systems Acquisition

