

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-12

**Date Received:** 1/7/2013

**Title:** Implementation Strategy Planning Document (Complementary Policy)

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**Name:** Mike Mudzo

**Phone:** 202-493-4614

**Policy OR Guidance:** Policy

**Section/Text Location Affected:** Policy Section 1.2.15 AMS Lifecycle Management Documentation, and Appendix B ISPD Approval

**Summary of Change:** Updates to signature page of the ISPD and the complementary policy sections.

**Reason for Change:** Provide visibility of important safety considerations earlier in the acquisition lifecycle, particularly the development assurance level which could be a determining factor in the alternatives selected at IID. Section 7.1 would now be included in the Initial ISPD.

**Development, Review, and/or Concurrence:** AJI, AAP, ASAG, and AEB

**Target Audience:** Organizations dealing with acquisitions that affect the NAS

**Potential Links within FAST for the Change:** N/A

**Briefing Planned:** Yes

**ASAG Responsibilities:** Review and Comment

**Potential Links within FAST for the Change:** N/A

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS EDITED:

Acquisition Management Policy:

**Implementation Strategy and Planning Document** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### **Implementation Strategy and Planning Document**

**Old Content:** Acquisition Management Policy:

**Implementation Strategy and Planning Document**

#### **PURPOSE**

The implementation strategy and planning document (ISPD) provides the investment decision authority a summary characterization of the plans for solution implementation and in-service management of the proposed investment. It conveys the most critical, relevant, and meaningful information to support IDA decision-making. More detailed and comprehensive plans are generated as part of acquisition best-practices at appropriate event-driven milestones, some of which occur before the final investment decision and some afterward. An initial ISPD is required for the initial investment decision covering specific sections identified in the ISPD template. A complete ISPD is required for a final investment decision. After the final investment decision, the ISPD is modified only if the program returns to the investment decision authority for a change to the investment decision and information needs to be modified.

#### **APPROVAL**

The ISPD is submitted for approval by the first-level executive of the organization that will execute the program in solution implementation. Within ATO, the ISPD is approved by the Vice President of the organization that will execute the program and by the Senior Vice President for Operations. Outside ATO, the ISPD is approved by the second-level executive of the organization that will execute the program. Certain sections of the ISPD are reviewed and approved by specific executives, as follows: (1) Section 2: Director, Acquisition and Contracting, and Director, Financial Controls; (2) Sections 5, 6 and 10: ATO Vice President for Technical Operations; (3) Sections 1, 4 and 5: Director of NextGen Engineering Services (ATO programs only); (4) Section 9: Director, ATO Integrated Safety Management (ISM) if independent operational assessment will be conducted. The organization executing the program in solution implementation obtains the required approvals before the investment decision with the exception of the investment decision authority, which is the responsibility of the JRC executive secretariat. The JRC Chairperson signs the ISPD on behalf of the JRC members concurrent with the investment decision.

#### **DISTRIBUTION**

Send an electronic copy of the ISPD to the JRC executive secretariat before an initial or final investment decision. The JRC executive secretariat maintains a database of all ISPDs.

#### **CONTENT**

The originating office uses the ISPD template in FAST to generate the document. For sections that do not apply to the investment program, the originating office so indicates.

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**New Content: Acquisition Management Policy:  
Implementation Strategy and Planning Document**

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**APPROVAL**

The ISPD is submitted for approval by the first level executive of the organization that will execute the program in solution implementation. Within ATO, the ISPD is approved by the Vice President of the organization that will execute the program and by the Chief Operating Officer/Deputy Chief Operating Officer. Outside ATO, the ISPD is approved by the second-level executive of the organization that will execute the program. Certain sections of the ISPD are reviewed and approved by specific executives, as follows:

Section 2: Director, Acquisition and Contracting; and Director, Financial Controls;

Sections 5, 6 and 10: ATO Vice President for Technical Operations;

Sections 1, 4 and 5: Director of NextGen Engineering Services (ATO programs only);

Sections 6.3, 7.1 and 9.2: Vice President, Safety and Technical Training.

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**Red Line Content: Acquisition Management Policy:  
Implementation Strategy and Planning Document**

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Sections 1, 4 and 5: ~~Director of NextGen Engineering Services (ATO programs only);~~

~~Sections (4) 6.3, Section 7.1 and 9.2: Director, ATO Vice Integrated President, Safety Management (ISM) if independent operational assessment will and be conducted~~ Technical Training.

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