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OFFICE OF THE SECRETARY
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SECNAVINST 4105.1C
ASN (RD&A)
9 November 2012

SECNAV INSTRUCTION 4105.1C

From: Secretary of the Navy

Subj: INDEPENDENT LOGISTICS ASSESSMENT AND CERTIFICATION
       REQUIREMENTS

Ref: (a) SECNAVINST 5000.2E
       (b) SECNAVINST 5400.15C
       (c) DoD Logistics Assessment Guidebook, July 2011
       (d) NAVSO P-3692

Encl: (1) Independent Logistics Assessment Certification
           Criteria

1. <u>Purpose</u>. To implement the requirements of reference (a)
regarding policy and guidance for independent logistics
assessments (ILA) and to standardize the ILA certification
process across the Department of the Navy (DON).

2. <u>Cancellation</u>. SECNAVINST 4105.1B.

3. <u>Background</u>. Consistent with references (a) through (c), the
ILA process provides the milestone decision authority (MDA),
program manager, program sponsor, customer, and other
stakeholders with an effective measure of the program's
integrated product support (IPS) planning and execution.
Assessments independent of the system developers ensure an
impartial evaluation of a program's product support status. The
ILA process provides an effective method for evaluating risk,
life cycle cost, supportability, and system product support
performance from a total ownership cost perspective.

4. <u>Scope</u>. This instruction applies to all DON acquisition
category (ACAT) programs including joint service programs,
whether the DON is the executive, participating, or lead
Service, and covers systems that are developed, operated,
maintained, or supported by the Navy and or Marine Corps.
Systems under the responsibility of the Director, Strategic
Systems Programs, and the Nuclear Power Directorate of the Naval
Sea Systems Command are exempt.

5. <u>Policy</u>

a. Results of an ILA shall provide the overall basis for the assessment of a program's product support strategy's health and risk. For those programs subject to the two pass/six gate review process, ILA results and certifications should be a primary input into gates four through six corresponding to the respective milestones. ILAs shall be conducted:

(1) Prior to and serve as entrance criteria to milestones B, C, and the full rate production (FRP) decision (full deployment decision (FDD) for major automated information systems (MAIS) programs). Where the timeframe between milestones or the identified decisions exceeds 5 years, an ILA shall be conducted at a minimum of every 5 years and, if possible, coincide with a major systems engineering technical review.

(2) Not later than 2 years after the FRP decision and a maximum of every 5 years thereafter throughout sustainment. For MAIS business systems, the cognizant program executive officer (PEO) or systems command (SYSCOM) shall define triggers in their implementing instructions for conducting ILAs after the FDD ILA. Post-FRP and FDD ILAs will be conducted with the user as part of the assessment team, and focus on effectiveness and affordability of product support and any deficiencies identified by the user. Programs should consider using the post-FRP and FDD ILA as an integral part of their post implementation review process.

(3) On joint service programs for Navy and or Marine Corps segments where the DON is the lead or joint program manager, the designated DON acquisition executive shall require completion of an ILA and certification of the results prior to review by the MDA. This includes joint service programs whether the DON is the executive, participating, or lead service, and on programs where the MDA is not the Navy (e.g., ACAT ID or IAM, MAIS).

b. The cognizant PEO, SYSCOM commander, or program manager, as appropriate shall:

(1) Ensure IPS planning, resources, risk and execution is independently assessed for compliance with program

specifications, objectives and milestones. This independent
assessment shall be accomplished on a schedule that supports
acquisition milestones, and periodically thereafter throughout
sustainment with the user per paragraph 5(a)(1) and 5(a)(2).

    (2) Report and certify to the MDA, prior to milestones B
and C; FRP, post-FRP, and FDD, and related gate decision
meetings, the adequacy and program health of IPS planning,
management, resources, affordability, risk mitigation, and
execution for cognizant ACAT programs. Certification shall be
based on the results of the ILA using the criteria contained in
enclosure (1). For major defense acquisition programs and ACAT
I and II programs where the Assistant Secretary of the Navy
(Research, Development and Acquisition) (ASN(RD&A)) is the MDA,
ILA reports and certifications are provided to the MDA and key
DON stakeholders no later than 4 weeks prior to the scheduled
milestone, FRP and FDD or gate 6 sustainment reviews. In
addition to key DON stakeholders, PEOs shall also copy the
Deputy Assistant Secretary of Defense (Materiel Readiness) on
their ILA certifications and reports for ACAT ID programs.

    (3) For ILAs conducted after the FRP decision or FDD,
report and certify to the program sponsor and key DON
stakeholders the adequacy and program health of IPS execution,
management, resources, affordability, and risk mitigation for
cognizant ACAT programs prior to related in-service gate
decision meetings, and periodically throughout sustainment.
Reporting and certification criteria shall be based on the
results of the ILA using the criteria contained in reference
(d).

6. <u>Action</u>

   a. DASN Expeditionary Programs and Logistics Management(ELM)
Logistics Management Division shall:

    (1) Ensure compliance with the requirements of this
instruction and oversee the timely implementation and
effectiveness of the ILA and certification process.

    (2) Attend selected ACAT I and II ILAs to monitor policy
and process compliance.

    (3) Establish an ILA executive steering committee to

assist in revising policy and guidance as required, to ensure the effectiveness of the logistics assessment process.

b. DASN(Air), DASN(Ships), DASN(Command, Control, Communications, Computers and Intelligence) and DASN(ELM) Expeditionary Programs shall, review assessment reports, POA&Ms, and corrective actions for all ACAT I and II programs. Where appropriate, consider adding major or high risk findings to the acquisition decision memorandum. Advise and provide recommendations to ASN(RD&A) of the adequacy of a program's product support for each milestone and at other major program decisions.

c. Stakeholders, as identified in reference (d), shall participate in ACAT I and II program ILAs as appropriate.

d. ILA team leads shall:

(1) Ensure the program is assessed against all applicable IPS factors and criteria identified in reference (d), regardless of the product support strategy. Ensure the ILA report identifies the IPS factors assessed during the review and provide rationale for each area not assessed.

(2) Ensure the ILA report contains observations and factual findings based on a review of the program, and should identify concurrence or non-concurrence to the facts by the program office for each identified issue or risk. The report content and format should follow the guidance in reference (d), and provide a recommendation for or against logistics certification.

(3) Use the guidance and the risk matrix contained in reference (d); categorize each IPS factor as either red (high risk), yellow (moderate risk), or green (low risk), which provides the basis for the supportability risk assessment and overall program certification rating identified in enclosure (1).

e. The PEO or SYSCOM commander shall:

(1) Ensure a documented process is in place that implements the requirements of this instruction and addresses the overall management of ILAs and product support strategy

certification.

      (2) Ensure that schedule dates for their ILAs are current in the ASN(RD&A) Dashboard information system under the program documentation status tab on a quarterly basis for ACAT I and II programs. Milestone ILAs should be listed against the appropriate milestone column. Interim (ILAs done when milestones are more than 5 years apart) and post-FRP and FDD ILAs shall be annotated in the comments section.

      (3) Ensure appropriate notification is provided to all stakeholders, participants and user representatives as identified in reference (d) prior to the initiation of each assessment.

      (4) Ensure ILAs are conducted using the guidance contained in reference (d).

      (5) Designate a qualified team leader and provide the resources to establish an assessment team. The team leader is a Government employee responsible for selecting qualified team members. Qualifications for team leaders and members are as follows:

         (a) Independence: Team leaders and members shall be independent of the program. In order to avoid conflicts of interest, independence is defined as an individual who is not active nor has been recently active in the management, design, test, production or product support planning of the program, whether from the program office or competency, supporting field activity, or as a member of a contractor activity.

         (b) Education: Defense Acquisition Workforce Improvement Act Level III certification for team leaders and Level II or equivalent for team members.

         (c) Experience: Team leaders shall have participated in at least one ILA. Team members shall have experience in the functional area they are assessing.

         (d) End user and resource sponsor representatives: Shall be invited to participate in acquisition ILAs and are the primary assessors in post-FRP and FDD ILAs. They are exempt from the above education requirements.

(6) Provide assessment reports and certifications to the MDA and appropriate stakeholders no later than 4 weeks prior to the scheduled acquisition milestone review, decision meeting or corresponding gate review. Where the ASN(RD&A) or higher authority is the MDA, provide assessment reports and certifications to the cognizant Deputy Assistant Secretary of the Navy (DASN); DASN(ELM) Logistics Management Division; Deputy Chief of Naval Operations (DCNO) (Fleet Readiness and Logistics) (N4); or Deputy Commandant (Installations and Logistics), and all other appropriate stakeholders. ILAs must be completed within 6 months of a planned acquisition milestone event and no later than 4 weeks prior to the actual scheduled milestone decision meeting. For post-FRP and FDD ILAs, reports and certifications shall be provided to the operational owner, and resource sponsor, DASN (ELM) Logistics Management Division; DCNO (N4); or Deputy Commandant, Installations and Logistics; and to other stakeholders as defined in each SYSCOM's or PEO's process.
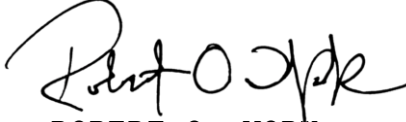
(7) In conjunction with the report and certification, ensure a plan of action and milestones (POA&M) addressing ILA recommended corrective actions is provided. The POA&M shall be coordinated with the team leader.

(8) Ensure corrective actions are performed per the POA&M and submitted to the ILA team leader for closure. Corrective actions status reports shall be provided to the ILA team leader on a schedule as identified in the POA&M but at least quarterly until all actions are complete. Upon validated closeout of corrective actions, or if the corrective action is no longer required due to programmatic changes, the team leader will issue notification of closure to the program office per the PEO or SYSCOM documented process.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual M-5210.1 of January 2012.

8. Reports. The reports required by this instruction are exempt from reports controlled by SECNAV Manual 5214.1 of December 2005.

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INDEPENDENT LOGISTICS ASSESSMENT CERTIFICATION CRITERIA

ACAT program certifications are to be categorized utilizing the criteria below.

GREEN (LOW RISK - READY TO PROCEED)

A program is logistically certified as GREEN when there are no or only minor issues or risks. Each issue has an approved mitigation plan in place to eliminate the deficiency prior to the milestone decision. There is no impact in the program's ability to meet logistics performance requirements within cost and schedule.

YELLOW (MODERATE RISK – PROCEED WITH CAUTION)

A logistics program is conditionally certified as YELLOW when there are issues of moderate risk with established, detailed corrective action plans in place. However, the resolution of the deficiency will not occur prior to the milestone decision and requires continued monitoring. Once the action is completed, there is no expected degradation to logistics performance requirements and minimal impact to cost and schedule. Once identified actions are resolved as verified by the ILA team leader, the program is considered logistically certified.

RED (HIGH RISK - NOT READY TO PROCEED, PROGRAM IS NOT SUPPORTABLE)

A logistics program is RED, HIGH RISK, and not certified when there are issues of high risk or actions outstanding that have substantial impact on the program's ability to meet logistics performance requirements within cost and schedule. The program should not proceed to a milestone decision until detailed corrective action plans are developed and in place, which will result in meeting minimum logistics performance requirements with acceptable impacts to cost and schedule.
Note: Only after these plans are in place and properly resourced to the satisfaction of the ILA team leader is the program considered to be conditionally certified.