



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER ST
QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO:

4105
LCL
DEC 18 2006

ACQUISITION POLICY LETTER NO. 3-08

From: Commander
To: Distribution List

Subj: INDEPENDENT LOGISTICS ASSESSMENT (ILA) PROCESS

Ref: (a) SECNAVINST 5000.2_
(b) SECNAVINST 4105.1_
(c) SECNAVINST 5400.15_
(d) NAVSO P-3692
(e) Milestone Decision Process (MDP) Guide

Encl: (1) ILA Process Overview
(2) ILA Report (ILAR) Template
(3) ILA Certification Criteria

1. Purpose. To implement Independent Logistics Assessment (ILA) policy in support of the Marine Corps Systems Command (MARCORSYSCOM) Milestone Team Assessment (MTA) Process.

2. Background. The purpose of an ILA is to facilitate identification and mitigation of supportability risk issues before they negatively and irreversibly impact cost, schedule, performance, or life cycle readiness and sustainment. References (a) and (b) provide direction to plan, conduct, and report ILAs within the Department of the Navy.

3. Policy. Reference (c) directs Commander, MARCORSYSCOM to exercise Total Life Cycle Management authority for all ground weapon systems, equipment, and information technology. Furthermore, the same directive requires that proactive analysis, planning, and total ownership cost reduction strategies are conducted and in-place at initial fielding to enable Marine Corps ground equipment readiness and achieve approved sustainment metrics. Accordingly, the Program Executive Officer's (PEO), based on the operating agreement in place between the Commander, MARCORSYSCOM and the PEO, and Product Group Directors (PGD), Program Managers (PM), and program support personnel within MARCORSYSCOM shall consider ILAs an essential tool for ensuring that they can meet their Total Life Cycle Systems Management (TLCSM) responsibilities

Subj: INDEPENDENT LOGISTICS ASSESSMENT (ILA) PROCESS

and deliver the most supportable and sustainable systems possible to our Marines. Results of the program ILA shall be the basis for logistics certification and serve as entrance criteria for acquisition Milestones B, C, Full Rate Production (FRP) decision and when required prior to fielding. Because of the likelihood of distinct Marine Corps weapon system and equipment employment, tactics, life cycle sustainment strategy, and support infrastructure, an ILA, conducted by MARCORSYSCOM, is required regardless of program classification; i.e., joint service or other service program.

4. Actions

a. Assistant Commander, Life Cycle Logistics (AC LCL) shall:

(1) In accordance with reference (d), serve as process owner for the planning, conduct, and documentation of ILAs within MARCORSYSCOM.

(2) Serve as, or designate, the Command ILA Team Leader when the Commander, MARCORSYSCOM is the program Milestone Decision Authority (MDA) as part of the MTA process in accordance with this policy letter and reference (e).

(3) Serve as the Command's liaison to the Assistant Secretary of the Navy, Research, Development, and Acquisition for Acquisition Category I and II programs when requested.

(4) As per the Operating Agreement between Commander, MARCORSYSCOM and PEO, provide support to the PEO for planning, conducting, and executing ILAs for assigned programs.

(5) Serve as a member of the Milestone Assessment Team (MAT) to ensure that supportability is assessed on an equal basis with programmatic, performance, funding, and test and evaluation issues. Additionally, AC LCL or the designated ILA Team Leader shall ensure that the ILA is scheduled, conducted, and completed within the overall Milestone Decision Process timeframe and that the ILA Report (ILAR) is appended to the Marine Corps Program Decision Memorandum package.

(6) Serve as, or designate, the Command ILA Team Leader for joint programs in which the Marine Corps is a participating Service, as directed by Commander, MARCORSYSCOM.

Subj: INDEPENDENT LOGISTICS ASSESSMENT (ILA) PROCESS

(7) Assist PGDs and PMs in the planning, conduct, and documentation of ILAs as appropriate.

(8) Maintain the Command repository of ILARs.

(9) Establish a Command training and certification program for potential ILA team leaders and members in accordance with reference (d).

(10) Ensure a documented process is developed, promulgated, and communicated to the MARCORSSYSCOM workforce.

(11) Not later than the second week of August each year, publish and submit a schedule of ILAs to support planned milestone decisions for the next fiscal year to Deputy Assistant Secretary of the Navy - Acquisition and Logistics Management and the Deputy Commandant of the Marine Corps, Installations and Logistics in accordance with reference (b).

b. Assistant Commander, Programs (AC PROG) shall:

(1) Ensure that Assistant Commander, Life Cycle Logistics is a core member of the MAT.

(2) Include the ILAR as an appendix to the MTA.

(3) Ensure that the program Acquisition Decision Memorandum (ADM) states the requirement for the PM to address all unresolved ILA findings.

(4) Update reference (e) to reflect this policy.

c. Deputy Commander, Systems Engineering, Interoperability, Architectures, and Technology (DC, SIAT) shall:

(1) Assist AC LCL in the planning, conduct, and documentation of ILAs; specifically, in the areas of configuration management; design interface; human systems integration; transportability; and environmental, safety, and occupational health.

(2) Ensure that all personnel assigned as ILA team members for whom DC, SIAT is the competency manager attend AC LCL sponsored ILA process training.

Subj: INDEPENDENT LOGISTICS ASSESSMENT (ILA) PROCESS

d. PGDs and PMs shall:

(1) Ensure ILAs are planned and conducted on their programs per reference (b), enclosure (1), and the guidance contained in this policy letter.

(2) Ensure availability of personnel and documentation required to support the program's ILA. The Online Project Information Center (TOPIC) shall be the authoritative source for program information assessed by the ILA Team.

(3) Provide a Plan of Action and Milestones (POA&M) addressing ILA corrective action of yellow and red issues to the ILA Team. Perform corrective action, validated by the ILA Team Leader, in accordance with the POA&M.

(4) Not later than 31 July of each year, submit to AC LCL a schedule of planned milestone decisions for the upcoming fiscal year in order to facilitate 4a(11) above.

e. Strategic Business Team Logisticians shall:

(1) Comply, and ensure compliance of Product Group PMs, with the policy and processes depicted in references (a) through (e), notably paragraph 6a(5)(a) of reference (d) that defines "Independence" and the policies herein.

(2) When acting as the ILA Team Leader, ensure the planning, conduct, and documentation of ILAs are executed in accordance with reference (d) and AC LCL guidance.

(3) Unless directed otherwise by Commander, MARCORSSYSCOM, ensure the planning, conduct, and documentation of ILAs for Joint Service Programs in which the Marine Corps is a participant are executed in accordance with references (b), (d), and AC LCL guidance.

(4) When ILA Team Leader, provide a copy of the signed ILARs and ADM exit criteria to AC LCL.

(5) Request assistance from AC LCL for ILA planning, conduct, or documentation, as required.

Subj: INDEPENDENT LOGISTICS ASSESSMENT (ILA) PROCESS

(6) Ensure that all personnel within the Product Group participating as ILA team members meet the qualifications established in reference (d), paragraph 1.2, Step 3, Table 1, ILA Team Qualifications.

f. ILA Team Leader shall:

(1) Compile the ILAR using enclosure (2) as a guide.

(2) Ensure that the ILAR identifies all life cycle logistics elements and supportability factors assessed during the review.

(3) Use enclosure (3) for ILA certification criteria.

(4) Select ILA team members in accordance with reference (d), paragraph 1.2, Step 3, Table 1, ILA Team Qualifications.

(5) Provide rationale for each element not assessed.

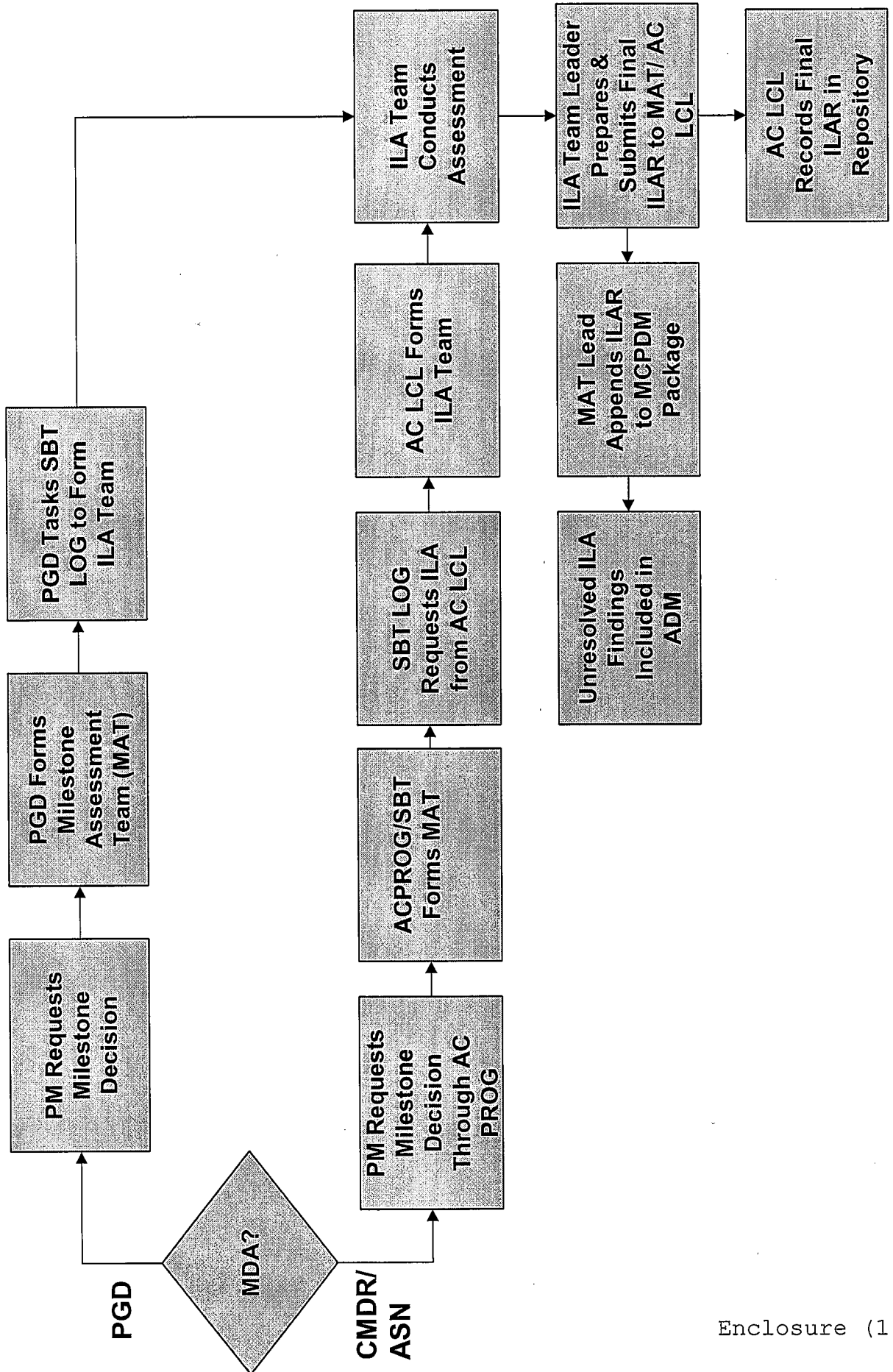
(6) Obtain AC LCL signature on all ILARs and forward the original to the MAT Lead with a copy to the PM.

5. Applicability. This policy letter is not applicable to MCTSSA.


M. M. BROGAN

Distribution: A

ILA PROCESS OVERVIEW



INDEPENDENT LOGISTICS ASSESSMENT REPORT
Template

4105
AC LCL

MEMORANDUM

From: Assistant Commander, Life Cycle Logistics
To: Assistant Commander, Programs

Subj: INDEPENDENT LOGISTICS ASSESSMENT REPORT (ILAR) FOR THE
PROGRAM NAME

Ref: (a) SECNAVIST 4105.1A ILA and Certification Requirements
(b) NAVSO P-3692, ILA Handbook

Encl: (1) Program Name ILA Report
(2) Assessment Team

1. In accordance with references (a) and (b), an ILA of the Program Name was conducted on Date, by the Marine Corps ILA Team. The Program Name is being treated as an Acquisition Category I, II, III, or IV and has requested a (enter type of review) review. The results of the ILA assessment, including recommended corrective actions, are provided in enclosure (1). A list of the ILA assessors can be found in enclosure (2).

2. A favorable and/or unfavorable recommendation is granted. However, issues found to be coded as red or yellow risk areas should be addressed as exit criteria in the Program Name acquisition decision memorandum. Additionally, if significant changes to the program baseline occur, the program manager and program logistician must notify the Assistant Commander, Life Cycle Logistics.

3. The point of contact is ILA team lead name, office code, phone number.

K. A. GIBSON

Copy to:
AC LCL
PM

Enclosure (2)

INDEPENDENT LOGISTICS ASSESSMENT CERTIFICATION CRITERIA

Acquisition programs are to be logistically certified by assessing life cycle logistics elements and supportability factors utilizing the criteria below.

GREEN (LOW RISK)

A life cycle logistics element and/or supportability factor is logistically certified when there are no or only minor issues. 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)

A life cycle logistics element and/or supportability factor is conditionally certified when issues are of moderate risk with established, detailed 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 Independent Logistics Assessment (ILA) team lead, the life cycle logistics element and/or supportability factor is considered logistically certified.

RED (MAJOR RISK)

A life cycle logistics element and/or supportability factor is not certified when there are major issues or actions outstanding that have substantial impact on the program's ability to meet logistics performance requirements within cost and schedule. Detailed action plans must be developed and put in place which meets minimum logistics performance requirements with acceptable impacts to cost and schedule. Once these plans are in place and properly resourced to the satisfaction of the ILA team lead, the life cycle logistics element and/or supportability factor is considered to be conditionally certified.