

## Transition Plan Template

Transition is defined as the movement of a program from one acquisition pathway to another acquisition pathway, operational use, disposal, university research, etc. The transition plan summarizes the thinking on two inter-related topics.

First are the processes and events needed to move a *program* across paths that involve changes to legal and financial instruments such as contracts, accounting codes, and statutory certifications and other required documentation. For example, an MTA Program transitioning to a Major Capability Acquisition (MCA) pathway entering at Milestone C will have approximately 30 statutory and regulatory requirements to comply with in support of that transition (see DAU AAFDID Website for specific documentation requirements).

Second is the fate of the *objects* created on the original pathway as the program transitions to the next pathway. For example, what happens to the prototypes developed under MTA as the program moves over to an MCA or to Full Operation Capability (FOC)? Are the prototypes turned over to uniformed operators, operated by support contractors, or disposed of? If so, then how? The Transition Plan's details are further developed in subsequent mandatory documents.

DoDI 5000.80 requires the development of a transition plan for MTA programs. The following template should be used to develop transition plans.

### 1. COVER PAGE

- a. Title of Program with current pathway being used and the pathway being transition to.

### 2. OVERVIEW

- a. Description of program, systems, and/or capabilities that are the subject of the document. Program office can elect to focus on any novel or innovative features of the program if it so chooses.

The use of an Operational View-1 (OV-1) type of graphic is acceptable if a short narrative of the OV-1 is also provided. Please note a one paragraph description is sufficient.

### 3. TRANSITION PLAN

- a. Describes how the program, if successful, plans on transitioning from one acquisition pathway to another acquisition pathway, multiple acquisition pathways (i.e., rapid prototyping to rapid fielding, and/or major capability acquisition), or to operational use.
- b. If this transition plan pertains to a transition from an acquisition pathway to operations/residual operational capability with no further development or procurement, state that and describe how that would be implemented including any required sustainment and maintenance for the entire system (i.e., space segment, ground segment, etc.).
- c. Upon approval of the MTA Program entering the MTA Pathway and/or the MTA Program Start Date ADM approval, a Transition Plan is required 2 years from the MTA Program Start Date ADM.
- d. Titles and Signatures of officials with decision-making authority to approve this plan as designated by the Department/Component Acquisition Executive serving as the Decision Authority for MTA Programs.

### 4. OPERATIONS, SUSTAINMENT, and MAINTENANCE

- a. The program is required to deliver a Life Cycle Sustainment Plan (LCSP) in accordance with DoDI 5000.91. In this section state “LCSP is scheduled to be delivered to Decision Authority on or about mm/yy.”
- b. The LCSP describes the manner in which operations, sustainment, and maintenance is carried out for the subject operationalized prototype and/or fielded end item, to include:
  - i. Government military and civilian personnel
  - ii. Contract personnel
  - iii. Government owned, contractor operated facilities
  - iv. Contractor owned, contractor operated facilities
  - v. Contractor logistics support
  - vi. Depot maintenance and source of repair, if applicable
  - vii. Technology refresh over the projected life cycle
  - viii. Disposal of system, if applicable.

## **5. SCHEDULE**

- a. A time-phased graphic that depicts all objects described in the Transition Plan and all events mentioned in the Transition Plan (typically one page):
  - i. Decision events
  - ii. Acquisition milestones
  - iii. Mandatory document submissions and approvals
  - iv. Contract actions
  - v. Operational acceptance and certification events
  - vi. Disposal if applicable

## **6. REFERENCES**

- a. The document authors may choose to cite references for example:
  - i. ICDs
  - ii. CDDs
  - iii. JROCMs
  - iv. ADMs
  - v. LCSP
- b. Statutes or other authoritative documents that can expand on statements made in the main body of the Transition Plan.