



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SAAL-ZT

27 September 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Transition Agreements for Army Advanced Technology Development, Technology Maturation Initiative (TMI) Advanced Component Development and Prototypes, and Manufacturing Technology Projects

1. The Assistant Secretary of the Army for Acquisition, Logistics and Technology, (ASA(ALT)) has made a concerted effort to institute the policies, procedures, and best practices for developing and transitioning reports/documents and technologies in support of future Army capabilities. Transition Agreements (TA) formalize and document the expectations for the transition of Army-developed products to requirements and acquisition partners. The importance of linking technology development projects to Warfighter needs cannot be overstated, and it is the intent of this office to ensure representation of these linkages in TAs to the maximum extent possible. To this end, the following instructions establish a streamlined coordination cycle for the successful development of TAs.
2. The Army Laboratory/Center technology developer and the primary transition organizations shall jointly develop TAs for all Advanced Technology Development projects, TMI Advanced Component Development and Prototypes projects and Army Manufacturing Technology projects. The developer will also coordinate with Cross Functional Teams (CFTs) to ensure projects support the Army's modernization priorities when practicable. The technology developer must initiate the TA process at the beginning of the project as they formulate the development and demonstration strategy. It is highly encouraged that the technology developer engage with the Deputy Assistant Secretary of the Army (Research and Technology) (DASA(R&T)) Portfolio Directors to garner guidance early in the process. This will assist the technology developer in developing a robust TA for submission.
3. All agreements will articulate the transition of a tangible product. A project will transition the following types of deliverables: materiel product or device for delivery; test fixtures or apparatus that will be enduring; manufacturing fixtures, tools, dies, and molds for production; hardware/software; reports to inform requirements documents; documents for acquisition processes and decisions; reports/documents expressing operational decision making; technical data packages; computer software source code and executable code; documents establishing standards; documented manufacturing processes/procedures; documented test procedures and/or methodologies; documents supporting training and education requirements; and other recordable activities. This is not an exhaustive list, but gives clear examples of the types of tangible products

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required for transition. It is incumbent upon the technology developer to ensure each deliverable is identified within the TA and tracked accordingly.

4. The TA should clearly indicate the purpose, development plan, end-state of the project, and define what will be transitioning to the recipient organization. The key content of a TA includes agreed-upon exit criteria, key technical measures of readiness for transition and the planned transition schedule with projected transition point(s) by fiscal year and quarter. The TA will include:

- a. A description of the project
- b. Technology developer and recipient funding commitments
- c. Product metrics to include affordability, producibility, and cost (for technology TAs)
- d. Measures of performance and physical attributes (for materiel to include software)
- e. Project initial and estimated completion of technology readiness level/manufacturing readiness level/integration readiness level [TRL/MRL/IRL] (for materiel to include software)
- f. Current and objective levels of performance (for materiel to include software)
- g. Minimum acceptable performance (for materiel to include software)
- h. Integration or transition plan including software maintenance transition plan
- i. Risk analysis should include the following risks when applicable: transition, safety, performance, operational, and manufacturing
- j. Intellectual property considerations (e.g., technical data and computer software deliverables, patented technologies, and associated license rights consistent with recipient's intellectual property strategy)
- k. Draft Project Protection Plan (for materiel to include software)
- l. Final goal/objective of the project
- m. How the recipient plans to insert or use the results from the project

5. A recommended TA format is provided (Enclosure 1). Developers may provide other documents (such as Stage Gate Review slides, POM planning documents, Heilmeier

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Question slides) providing they address the above listed content. The questions provided in the template are to assist the technology developer, program/product manager, and CFT representative in articulating a thorough agreement. Although all questions must be answered, the document does not have to address each question in a question and answer format. DASA(R&T) Portfolio Directors will review, validate and assist in TA development to ensure completeness before sending the document to DASA(R&T) Director for final approval.

6. The TA must be signed by the Army Futures Command (AFC) Deputy Commanding General (n. b. this authority can be delegated to the Director of the Laboratory/Center or Combat Capabilities Development Command Centers), Program Executive Officer, TRADOC Integration Center Deputy Director (in the case of a project informing requirements), CFT Director, Program Manager (or designated representative), and Primary Technical Developer.

7. A draft TA must be established within 60 days of the beginning of the fiscal year for which the project has been approved to initiate. The final signed TA will be due by the end of the fiscal year the project is initiated. Projects without a signed TA will be terminated.

8. Technology developer and transition recipient organization will annually review and maintain TAs. The DASA(R&T) Portfolio Directors will provide guidance to the technology developers ensuring the TA contains all required topics prior to DASA(R&T) final approval (see list of Portfolio points of contact in Enclosure 2).

9. The technology developer will provide a final TA and any updates to the Director for Integration in the ODASA(R&T).

10. To assist TA development, templates for planning are included at Enclosures 3-5. Please include completed templates in your submission.

11. The requirements expressed in this policy will be in effect beginning FY20. Ongoing projects using the previous template will be required to update their TAs to the new template by 30 September 2020. This policy supersedes the Policy on Transition Agreements for Army Science and Technology Projects, signed 19 September, 2017.

12. The point of contact is Ms. Julie Locker, Director for Integration, ODASA(R&T), 703-697-0656, DSN 227-0656, or julie.i.locker.civ@mail.mil.



Bruce D. Jette
Army Acquisition Executive

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Deputy Director, Plans and Policy, Deputy Chief of Staff, G-3/5/7

Deputy for Acquisition and Systems Management, Assistant Secretary of the Army for Acquisition, Logistics and Technology

Director, Force Development, Deputy Chief of Staff, G-8