



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO

NAVAIRINST 5400.120A
AIR-419
2 Aug 91

NAVAIR INSTRUCTION 5400.120A

From: Commander, Naval Air Systems Command

Subj: MANAGEMENT AND FUNDING OF TRANSITIONED OUT OF PRODUCTION SYSTEMS

Ref: (a) NAVAIRINST 5400.14C
(b) NAVAIRINST 5451.87B

Encl: (1) Definitions
(2) General Transition Procedures
(3) Phase I Transition Plan
(4) Phase II Transition Plan
(5) Transition Readiness Review Check List

1. Purpose. To set policy and assign responsibilities to transfer a program from the Naval Air Systems Command Headquarters (NAVAIRHQ) to a field activity, and to plan for out of production funding.

2. Cancellation. This instruction supersedes Naval Air Systems Command (NAVAIR) Instruction 5400.120 of 3 June 1987. Since this is a major revision, changes have not been indicated.

3. Scope. This instruction applies to programs which are managed by Program Managers, Air (PMA's) and System Program Managers (SPM's).

4. Definitions. Special terms used in this directive are defined in enclosure (1).

5. Information

a. Prior to production of a new system, the Assistant Commander for Fleet Support and Field Activity Management (AIR-04) designates the prospective cognizant field activity (PCFA) that will serve as the focal point for the product support efforts for the system. The PCFA works with NAVAIRHQ technical personnel to establish requirements for the technical and logistics resources that will be required to provide product support for the system.

b. When the system design has stabilized, the major technical and logistics issues of production have been resolved, and PCFA assignment has been made, the Assistant Program Manager



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(APM) for Systems and Engineering and APM for Logistics will usually transfer some or all of the basic design engineering and logistics management responsibilities for the system to the PCFA per reference (a). When the transfer is effected, the PCFA becomes the cognizant field activity (CFA).

c. As the out of production date nears, the remainder of any technical and logistics elements of product support are transitioned from NAVAIRHQ to the CFA via the Phase II Transition Plan. (For additional information see enclosure (2)). Concurrently, the program management element of product support for the system is reassigned to the Program Manager Air, Field (PMA(F)), which is a single billet detachment of NAVAIRHQ.

d. Once the procurement appropriations that funded the production phase expire, the majority of resources to sustain product support for out of production systems are funded by the Operations and Maintenance, Navy (O&MN) appropriation. It is essential that the timing and nature of this change of funding be considered in planning and budgeting for product support.

e. In the event that a weapon system or equipment must transfer from one site to another, or to a field activity, the receiving activity must prepare a plan that will ensure all appropriate functions and funding are transferred smoothly. All planning will be coordinated with NAVAIRHQ Product Support and Transitioned Programs Management Division (AIR-419) who will determine the extent of other NAVAIR involvement.

f. In order to ensure that product support responsibilities are transitioned to field activities in an orderly and efficient manner, program managers must provide comprehensive transition plans, developed per this instruction, sufficiently in advance of the transfer date to permit the coordination, management review, and budgeting necessary to effect the transition by the required date.

6. Policy

a. Program management, technical support, and resource issues for out of production weapon systems and equipment should be resolved prior to program transfer. Product support responsibilities will be transferred to the field when the weapon systems or equipment is out of production and it is the most efficient way to manage the product.

b. A Weapon Systems and Equipment Transition Plan (hereafter referred to as a transition plan) must be developed and approved for each weapon systems or equipment.

c. An administrative naval message will be issued by the Deputy Commander for Acquisition and Operations (AIR-01) to announce the reassignments upon completion of the transfer of responsibilities, pending an update of the cognizance assignments

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from the Master List of Engineering Cognizance Assignments, i.e. the AD901.

d. An agreement between NAVAIRHQ, the PMA(F), the CFA and the proposed contracting agency regarding program responsibilities and resources must be reached before program and technical management support transfer can be finalized;

e. Representatives will be assigned to a Product Support Team (PST) from the offices of AIR-01, Assistant Commander for Contracts (AIR-02), AIR-04, Assistant Commander for Systems and Engineering (AIR-05), and Comptroller (AIR-08). The PST will monitor the NAVAIR product support process and recommend policies, procedures, and/or actions that will ensure continuous improvement of the process.

f. Program management will remain at NAVAIRHQ if a major modification requiring DOD decision authority is planned.

g. In the event of reacquisition of any field managed weapon system or equipment, AIR-01 will review the necessity of transferring the program back to headquarters.

7. Delegation of Authority. The integration of product support functions is key to the effective transfer of program management to the PMA(F) and technical capability to the CFA. Except as identified in reference (a), the authority delegated to PMA(F)'s and CFA's includes that which is deemed necessary to effectively discharge the responsibilities assigned in the approved transition plan.

8. Responsibilities

a. PMA's and SPM's will

(1) ensure that planning for the transition of a program is an integral part of program management and is considered as a life cycle element;

(2) plan and fund the transfer of technical management and program management support responsibilities to the CFA as an integral part of their program management responsibilities;

(3) ensure that transition is addressed in the following:

(a) Annual Program Management Review (PMR).

(b) Integrated Logistics Support Management Team (ILSMT) meetings.

(c) Logistics Review Group (LRG) Audit.

(d) Integrated Logistics Support Plan (ILSP).

(e) Post Production Support Plan.

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(4) prepare and submit transition plans following the procedures and schedules of enclosures (3) and (4);

(5) conduct a final readiness review prior to transition; (enclosure (5) provides a checklist guide.)

(6) invite PST and CFA representatives to annual PMR's;

(7) budget sufficient resources to establish initial technical capability at the PCFA;

(8) ensure that out of production workyear requirements are reflected in the appropriate line items for inclusion in the budget; and

(9) coordinate with the Policy and Management Division (AIR-211) and the PMA(F) to identify the post transition contracting agent and the contracts being transitioned.

b. AIR-01 will

(1) identify candidates for program and technical support management transfer in coordination with the Program Executive Officer (PEO) (PEO's may exempt programs when there are no plans to ever use organic depot support or when non-developmental items are procured), PMA's, SPM's, and functional support managers;

(2) ensure Phase I Plans are completed at Milestone III;

(3) conduct an annual review of resources available to accommodate program transition;

(4) prioritize requirements for program and technical support management transfer; and

(5) issue a naval message to all affected parties, announcing completion of the transfer of functions to the PMA(F) and reference the correspondence that previously assigned CFA.

c. AIR-419 will

(1) coordinate with PMA's, PMA(F)'s, SPM's, AIR-04, AIR-05 and the Primary Support Official (PSO), which is either the Deputy Assistant Commander for Navy Ranges and Field Activity Management (AIR-42) or the Deputy Assistant Commander for Aviation Depots (AIR-43), to determine the appropriate CFA for weapons systems/equipments;

(2) ensure that CFA assignments are consistent with technical support assignments in reference (b);

(3) chair the PST and convene team meetings as necessary to

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(a) review and recommend approval/disapproval of transition plans; and

(b) prioritize or revise, in coordination with the cognizant requiring financial managers (RFM's) proposed product support workyears and schedules;

(4) coordinate the update of PMA(F) charters to reflect the assignment of new weapon systems or equipment;

(5) budget fiscal and personnel resources to support transitioned weapons systems and equipments;

(6) monitor and evaluate the planning and progress of approved transitions by participation in annual PMR's;

(7) conduct in conjunction with the PMA's/SPM's, functional support managers, the PMA(F), the CFA, and the PST, a transition readiness review (using enclosure (5)) 12 months prior to transition completion; and

(8) in coordination with the PST, prioritize product support requirements against available resources and make appropriate adjustments in product support workload and schedules. Adjustments in manage-to-payroll authority (object class-11, manpower budget) will be coordinated with and agreed to by the cognizant PSO.

d. Product Support Team Members will

(1) represent the interests of their respective groups in product support matters;

(2) assist and provide guidance to their respective functional codes on policies and procedures pertaining to transition;

(3) participate with AIR-419 with the development of transition policies and procedures; and

(4) review transition plans and attend transition readiness reviews.

e. AIR-07 will serve as the approval authority for Phase II transition plans.


R. V. JOHNSON
Deputy Commander

Distribution: (See next page)

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Distribution: FKA1A (established quantity)
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Definitions

1. Cognizant Field Activity (CFA). The Navy field activity which has been assigned the responsibility and delegated the authority by NAVAIRHQ under NAVAIR Instructions 5400.14C and 4720.4 to perform all or portions of the in-service functions and/or procurement support, for a specific service equipment.
2. Contracting Agency. The organization which provides contracting support to a program, performs PCO functions, assists the FPM with legal support, reviews and gives status of procurement requests/documents/actions, cost analysis, and provides comptroller and administrative support for future procurement actions.
3. Contracted Advisory and Assistance Services (CAAS). Services that are acquired from non-governmental sources to support the development, acquisition, and operation of specific weapon systems and to support or improve other functions of a generic nature, such as, agency policy development, decisionmaking, or management and operation of organizations. Specific weapon systems are defined as a particular weapon, class of weapons, or subsystem, and/or the entire ship, aircraft, or mobile land equipment platform which either carries a weapon or provides associated surveillance, command, communications, control, logistical, or tactical support for such weapon carrying vehicles or associated combat forces.
4. Designated Repair Point (DRP). The location of the "D" level repairs of equipment.
5. Field Program Manager (FPM). Any program manager located at a Navy activity (e.g. NAVAVNDEPOT, Pacific Missile Test Center, or other field activity), normally referred to as PMA(F).
6. Management Transfer Start. Date when prospective field PM, Assistant Program Manager, Logistics (APML), Assistant Program Manager for Systems and Engineering (APMS&E), and Procurement Contracting Officer (PCO) are identified at a receiving activity.
7. Management Transfer Complete. Date when program management has transferred to the field and AIR-01 issues a naval message announcing transfer as being complete.
8. Participating Field Activity (PFA). Any Navy laboratory, center, or field activity called upon to provide technical assistance to the CFA in connection with a specific item or technology area.
9. Product Support. An aggregate of functions applied to operating systems and equipments which encompasses all efforts to support and maintain the intended mission capability; to maintain inherent design capabilities of the systems and equipments at the minimum expenditure of resources; to preserve the planned operational life and to achieve readiness goals.

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10. Product Support Advocate (PSA). A Product Support Advocate is a senior executive staff function within a field activity dedicated to providing product support focus of in-service weapons systems and equipment to the fleet, within the local activity and with foreign customers.
11. Product Support Team (PST). Representatives from AIR-01, AIR-02, AIR-04, AIR-05, and AIR-08 who provide coordination for funding transition and program and technical management transfer policies, procedures, issues, and planning.
12. Program Management Team (PMT). The team consists of the PM, APML, APMS&E, and PCO.
13. Prospective Cognizant Field Activity (PCFA). The Navy field activity designated by AIR-04 that eventually becomes the CFA when engineering and logistics cognizance or any constituent element thereof is transferred from NAVAIRHQ to the field.
14. Technical Support. Logistics and basic design engineering technical support required by programs during their life cycle. AIRTASK's and product support workload requirements documents (PSWRD's) are used to assign technical support.
15. Technical Support Management. For purposes of this directive, technical support management applies only to the APML, APMS&E and PCO who coordinate technical management and support tasks within the Product Support Directorates. The APML and APMS&E are the technical managers of the program team.
16. Transition. The phased transfer of program support and/or program management of weapon systems and components from NAVAIRHQ PMA's/SPM's to designated PMA(F)'s/CFA's. This transfer normally coincides with the life-cycle progression of the system/component and includes the responsibility to plan, program and budget out of production resources support.

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General Transition Procedures

1. Transition plans are developed in two phases.

a. The Phase I plan is a skeleton plan which alerts appropriate personnel as to the intentions of the program office regarding out of production support for the system or equipment. This plan should be limited to one page and must be submitted for approval using enclosure (3) procedures.

b. Six months prior to the POM submittal for the final year of procurement funding, the one page Phase I plan is updated to a more detailed Phase II plan. However, if the equipment is almost out of production only a Phase II plan is required. This allows AIR-07 to approve/disapprove the planned program and technical support management transfer from NAVAIRHQ to the CFA, and allows for adequate lead time to budget for out of production resources. The Phase II plan should be limited to five pages, and staffed using enclosure (4) procedures.

2. Similar systems or equipments may be consolidated in one plan even if they are to be transferred at somewhat different times. System unique information may be presented in attachments to a basic plan.

3. Each Test Program Set (TPS) configuration item will transition separately from, and in some cases, prior to its respective weapon system. The TPS's will transition when each individual TPS Material Support Date (MSD) is met. Copies of the TPS transition plan milestone chart and resource profile should be included as an addendum in the weapon system transition plan.

4. The requiring financial manager (RFM) for transitioned systems and equipment depends on the equipment requirement. RFM's include AIR-419, Airborne Weapons Logistics Division (AIR-418), Propulsion and Power Division (AIR-536), Support Equipment Division (AIR-552), and so on. RFM's must budget for their respective programs to coincide with the POM process.

5. An approved Phase II transition plan serves as the tasking document to the CFA. AIRTASK's and product support workload requirements documents would no longer be required. The transition plan also supplements the cognizant agreement.

6. Attachment A to this enclosure depicts the cognizant management responsibilities throughout the transition planning and implementation process.

Phase I Transition Plan

1. Requirements

Section 1. General Description. General description of weapon systems or equipment. Include background of the system and which aircraft use the system (if appropriate).

Section 2. Activities and Cognizant Codes

- a. Current PMA.
- b. PCFA/CFA.
- c. Designated Repair Point (DRP).
- d. PFA (if any).
- e. Current Contracting Agency.
- f. Proposed contracting agency following transition.

Section 3. Milestone Dates

- a. CFA assignment.
- b. Last year production funds budgeted.
- c. Management transfer start and completion.
- d. Initiation of Phase II transition plan development.
- e. Approval of Phase II transition plan.

Section 4. Resource Chart. Indicate with an X the year funding is required, not amount, for Aircraft Procurement, Navy (APN), Weapons Procurement, Navy (WPN), Other Procurement, Navy (OPN), Military Construction, Navy (MILCON), Research, Development, Testing and Evaluation, Navy (RDT&E,N), and O&M,N. Requirement should be displayed by RFM. Actual fiscal year (FY) should be shown.

	Milestone III - - - - -Last Year <u>Budgeted</u>			
	<u>FY-X1</u>	<u>FY-X2</u>	<u>FY-X3</u>	<u>FY-XX</u>
APN, WPN, OPN	X	X	X	-
MILCON	X	-	-	-
RDT&EN	X	X	-	-
O&MN	-	-	X	X

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Section 5. Facilities. Identify long lead time requirements for major or special facilities required at the CFA which must be included in budgets. Identify environmental requirements.

Section 6. Remarks. Use as required.

2. The Phase I Plan Approval Process

a. Each PMA/SPM will provide a Phase I transition plan by memo to AIR-419 via the appropriate PEO at milestone III approval.

b. AIR-419 will assign an identification number to the Phase I plan.

c. AIR-419 will staff the plan to the PST and other appropriate codes as required for review, comment, and recommendation to AIR-01/04 for approval. AIR-419 will provide the PMA/SPM with comments for revision of the plan.

d. PMA/SPM will make distribution of the approved plan. Copies of the plan will be provided to all PST members, the proposed receiving FPM, commanding officer (CO) of the proposed CFA, current contracting agent (AIR-211 if NAVAIRHQ is current contracting agent), proposed contracting agent, and any other RFM(s) identified in the plan.

e. At the bottom of the Phase I cover memo, include signature lines for the main signature requirements as follows;

AIR-01 _____/Date_____

AIR-04 _____/Date_____

Phase II Transition Plan

1. Requirements

Section 1. General description of weapon systems or equipment. Include background of the system, and which aircraft use the system (if appropriate).

Section 2. Activities and Cognizant Codes

- a. Current PMA.
- b. CFA.
- c. Technical manual CFA.
- d. Designated Repair Point (DRP).
- e. PFA's (if any).
- f. Current contracting agency.
- g. Proposed contracting agency following transition.
- h. Inventory control point.

Section 3. Milestone Dates. Explain any changes in dates reflected in the Phase I plan. At a minimum, the following significant events should be addressed.

- a. CFA assignment.
- b. Last year production procurement funding is budgeted.
- c. Management transfer start and completion.
- d. Most recent revision of the ILS Plan.
- e. Most recent LRFP.
- f. First transition readiness review.
- g. Each ILS element still outstanding (e.g., test equipment, product drawing packages).

Section 4. Resource Chart. Estimate total organic workyears, commercial, and other funding required to support the program at the end of production (by RFM). Funding for organic workyears will be determined by AIR-419 by applying workyear rates for the individual years. Resources should be depicted utilizing attachment A to this enclosure.

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Section 5. Support Requirements

a. Identify interfaces and working relationships among all involved organizations by organization name and cognizant code. Do not repeat responsibilities identified in NAVAIRINST 5000.13C, NAVAIRINST 5400.70B, NAVAIRINST 5400.108, and NAVAIRINST 5451.87B. Identify who will be responsible for awarding/administering any Contracted Advisory and Assistance Services. Describe internal organization of the executing field activity as it relates to the transitioning system. Identify any special or program-unique functional responsibilities and operating procedures.

b. Identify any configuration management issues which are not in consonance with NAVAIRINST 4130.1B.

c. Identify related transition plans that address avionics, engines, support equipment, and software support if they are being transitioned separately. Provide a copy of milestone and resource profiles for related transition plans. The entire plan need not be attached.

d. Identify any unique support that is required which will impact planning and implementation of program transfer.

2. Phase II Plan Approval Process

a. PMA/SPM will provide to AIR-419 a Phase II plan (with at least three signatures) six months prior to the POM submittal for the final year of procurement funding.

b. AIR-419 will staff the plan to the PST for review and recommendation, and as a result, will either recommend approval or provide the PMA/SPM comments for revision of the plan.

c. A signature sheet should be in the front of a Phase II Plan and may include some of the following (depending on the equipment);

(1) the title of the transition plan (name of system)

(2) signature/date lines in the following order;

PMA/SPM _____/Date _____

PEO _____/Date _____

PMA(F) _____/Date _____

PSD _____/Date _____

CO of (Depot, Field Activity, Other) _____/Date_____

CO of (PFA, if desired) _____/Date_____

CO of NADOC (for contracts if not AIR-02, or
for commercial systems) _____/Date_____

AIR-42/or AIR-43 _____/Date_____

(plan is, at this point, provided to AIR-419 for
staffing to the Product Support Team members)

AIR-419 _____/Date_____

(The order of the two digit chops is as follows;)

AIR-02 _____/Date_____

AIR-05 _____/Date_____

AIR-08 _____/Date_____

AIR-01 _____/Date_____

AIR-04 _____/Date_____

AIR-07 _____/Date_____

Working level chops on a separate route sheet should be
included in the package as background.

d. The PMA/SPM will prepare a letter to the CO of the Depot
or the receiving FPM and include it with the plan. AIR-07 will
sign the transition plan and the letter. A sample letter is
provided in attachment B to this enclosure.

e. PST will coordinate with the Assistant Commanders and
Comptroller for concurrence, and with AIR-07 for approval.

f. After both the transition plan and the letter have been
signed by AIR-07, the PMA/SPM will make distribution of the plan
ensuring that a copy is provided to PST members.

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Notification Of Approval (Sample Letter)

SSIC

Ser _____/_____

From: Commander, Naval Air Systems Command

To: Commanding Officer, _____

Subj: TRANSITION OF EQUIPMENTEncl: (1) Transition Plan # number of date

1. The enclosure (1) transition plan has been approved for implementation.

2. Planning for funding of program and technical support management transfer must be an integral part of each program. Good communication between headquarters and field personnel is critical to ensure continued support to out of production systems and equipment and a smooth transfer of program and technical support management to the field. Therefore, PMA/SPM should use the check list contained in enclosure (5) as a guide. AIRTASKS and product support workload requirements documents are no longer required. The transition plan also supplements the cognizant agreement.

3. Resources identified in the plan are estimates which should be refined during annual transition readiness reviews and updates provided to the cognizant RFM's and AIR-419.

Copy to:
Appropriate Depot/Activity Codes
Field Program Manager

Blind copy:

PEO

PMA/SPM

NAVAIRHQ APML

NAVAIRHQ APMS&E

NAVAIRHQ PCO

AIR-1002A

AIR-2111B

AIR-4191B

AIR-4193

AIR-5111B

AIR-8011C

Attachment B

Encl (4)

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Transition Readiness Review Check List

1. Program Management

- a. Program stability.
- b. Requirement for continued program interface with other systems commands (SYSCOM's), other services, other countries, and type commanders (TYCOM's).
- c. Program visibility (i.e. does the budget for the program have significant Office of Management and Budget/Office of the Secretary of Defense/Congressional visibility).
- d. Acquisition Plan and Justification and Approval status.
- e. Mobilization requirements.
- f. Files transfer.

2. Interfaces. Confirm required interfaces for CFA and post program transfer.

3. Logistics Management

- a. Spares procurement status.
- b. CFA LM capability.
- c. Automatic Test Equipment/Test Program Sets problems.
- d. Transfer of Logistics Support Analysis/Maintenance Plan.
- e. Site activations.
- f. Operator/maintenance trainers.
- g. Unique support equipment requirements.
- h. Logistics elements still to be procured.
- i. Status of Integrated Logistics Support Plan (ILSP) and the Phased Support Plan.

4. Basic Design Engineering

- a. Significant quality and/or safety problems.
- b. Accuracy of data drawings.
- c. CFA BDE capability.

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5. Configuration Management

- a. Establishment of baseline configuration, identify common and peculiar items.
- b. Significant Class I changes.
- c. Planned OSIP activity.
- d. Class I ECP approval process post-transition.
- e. Outstanding ECP's, kit delivery or installation requirements and status.
- f. Findings from last CM review.

6. Technical Data

- a. Completeness of technical manuals.
- b. Adequacy and availability of technical data.
- c. Plans to satisfy deficiencies.

7. Contract Management

- a. Contracting support of transitioned program, i.e. reaffirm the proposed contracting agency and the agency that will be responsible for awarding the contractor support service contracts.
- b. Procurement documentation preparation.
- c. Transfer of contract files.
- d. Status of contractual actions, e.g. open contracts and basic ordering agreements and their status (i.e. delivery requirements, options to be exercised, contract completion date), contracts that will be transferred to the field and type of support to be provided.
- e. Identify who will purchase common equipment or government furnished equipment.

8. Foreign Military Sales (FMS)

- a. Status of FMS cases, identify those that will be transferred.
- b. Potential FMS cases.
- c. Resources required to support post transition.

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- d. Training requirements for FMS customers.

9. Equipment

- a. Capital equipment needed and delivery data necessary to perform the BDE functions.

- b. Special tooling and special test equipment for mobilization and other requirements.

- c. Cabinets or engineering drawing equipment needed at EFA.

- d. Navy's "right to title" of the tooling, including at the subcontractor level.

10. Facilities

- a. Status of major or special facilities needed to support the out of production system.

- b. Space required at receiving activity and assessment of existing facility availability.

11. Training. Training required by the CFA prior to the transfer of responsibilities.

12. Resources

- a. Determine/refine workyear and funding requirements. Reflect program activity, i.e. increases and decreases in requirements.

- b. Possible workyear savings due to similar programs transferring together or being colocated at the CFA.

13. Milestones. Present major events that will impact transition planning, budgeting and execution. At minimum, the following events should be addressed:

- a. CFA assignment.
- b. End of production.
- c. Last year that product procurement funding is budgeted.
- d. PMT transfer start.
- e. PMT transfer complete.
- f. ILSP update/OLSP.
- g. LRFP update.
- h. Placement of each outstanding ILS element.

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- i. PM transition readiness review(s).
- j. AIR-419 final readiness review.
- k. Configuration management plan update.
- l. Contract files transfer.
- m. Program files transfer.
- n. Facility construction.
- o. Equipment and installation.
- p. Special tooling required (for mobilization and other requirements).
- q. Technical data transfer.
- r. Training.
- s. Resource requirements in field data base for POM submittal.