

PENTAGON RENOVATION

PROGRAM DECISIONS FORMAT

No. 98-06

1.0 PURPOSE

This document will describe the format and approval process for formal decisions generated by the Pentagon Renovation Office.

2. PROCESS

All formal program decisions shall come through the Deputy Program Manager to the Program Manager.

All decision requests originating from an IPT decision must be submitted in writing and signed by the IPT leader. In addition to the specific information requested in paragraph three, the decision cover sheet should also reference the meeting minutes and identify the date when the decision was voted upon by the IPT members.

The submitting individual will coordinate the decision package with the Budget IPT leader and any additional IPT leaders who will be impacted by this decision. A due date will be assigned prior to distributing copies of the package to the appropriate IPT leaders.

Impacted IPT leaders will review the decision package with their respective IPTs and provide a written evaluation, comments, and decision information to the submitting individual by the requested due date.

The submitting individual will resolve any major issues and concerns identified by the impacted IPT leaders prior to submitting the decision package to the Deputy Program Manager.

All decisions will reflect the unanimous agreement of the IPT or will be elevated to the IIPT and, if necessary, the OIPT for resolution. The submitting individual will ensure that all IPT evaluations are included in the decision package, identify actions taken to resolve the concerns of impacted IPT leaders, and identify issues which required elevation to the IIPT or OIPT.

The Deputy Program Manager will return the decision package and the final decision to the requesting individual or, if necessary, provide further guidance and direction.

3. **FORMAT**

To: Walker Lee Evey, Program Manager

From: David A. Drabkin, Deputy Program Manager

Subject:

- Issue:
- Background:
- Assumptions:
- Discussion: to include, as a minimum, current schedule, schedule implications, impact on tenants, technical issues, performance tradeoffs, discussion of risks involved, risk mitigation considerations and/or approaches.
- Budgetary and/or Schedule Implications: to include requirement (existing or new), funds currently available, tradeoffs within this year's budget for new requirements.
- Recommendation: Unanimous recommendation of IPT, IIPT, or OIPT or inclusion of dissenting opinions with request for further guidance and direction.

Coordination:

Budget IPT_____, (Geographic) IPT_____, Other IPT(s) as needed_____

Decision:

Approved:

Disapproved:

Other: