



Corrosion Prevention and Control (CPC) Program Development – Phase II Increments 1 & 3

Final Report

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for the**

Commercial Technologies for Maintenance Activities (CTMA) Program

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Acronyms and Abbreviations

Term	Definition	DOD	Department of Defense
AFC	Army Futures Command	FY	Fiscal Year
AMC	Army Materiel Command	IPR	In-Process Review
AR	Army Regulation	MDEP	Management Decision Package
ASA(ALT)	Assistant Secretary of the Army for Acquisition, Logistics and Technology	NCMS	National Center for Manufacturing Sciences
CCPE	Corrosion Control and Prevention Executive	ODASD-MR	Office of the Deputy Assistant Secretary of Defense, Materiel Readiness
CPC	Corrosion Prevention and Control	PEG	Program Evaluation Group
CTMA	Commercial Technologies for Maintenance Activities	POM	Program Objective Memorandum
DEVCOM	U.S. Army Combat Capabilities and Development Command	RDTE	Research, Development, Test and Evaluation
		U.S.	United States

1. Executive Summary

1.1 Results

In February of 2022, the United States (U.S.) Army published Army Regulation (AR) 11-42, *Army Corrosion Prevention and Control (CPC) Program*. AR 11-42 details the requirements and responsibilities associated with corrosion prevention, risk mitigation, maintenance, and sustainment of Army assets. The Office of the Army Corrosion Control and Prevention Executive (CCPE) and the U.S. Army Combat Capabilities and Development Command (DEVCOM) entered into a cooperative agreement with the National Center for Manufacturing Sciences (NCMS) and Jensen Hughes to develop and demonstrate improved processes addressing AR 11-42 requirements. This report specifically addresses Phase II (increments 1 and 3) of the project, where Jensen Hughes pursued an improved process for planning, programming, budgeting, and execution of CPC resource requirements throughout an organization. For the Army, this included:

- Mapping CPC requirements to the correct Program Evaluation Group (PEG)
- Preparing CPC-related annexes for Program Objective Memorandum (POM) guidance
- Developing new or revised narratives for CPC-related Management Decision Packages (MDEPs)
- Modifying standard forms and templates to incorporate CPC requirements
- Ensuring programmed CPC funding is spent on validated CPC requirements

Jensen Hughes demonstrated the improved process by piloting it during the POM cycle for fiscal years (FY) 2025-29. The team coordinated with all affected co-chairs, executives, managers and other personnel with key roles in building the POM. The focus was on CPC dollar

requirements generated by the Office of the Army CCPE within the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA(ALT)) and by DEVCOM within Army Futures Command (AFC).

This report, developed in coordination with the Office of the CCPE and DEVCOM, includes the findings of the piloted process and a description of the resulting tools, templates and practices. Jensen Hughes assessed the effectiveness of the process in real-time, identified gaps through consultation with stakeholders and revised the tools, templates and practices as necessary to address them. The process will be transitioned by submitting developed tools, templates and practices for inclusion in Department of the Army Pamphlet 11-42 or similar guidance documents.

Funding for the collaborative effort was secured through the NCMS Commercial Technologies for Maintenance Activities (CTMA) Program and the Office of the Deputy Assistant Secretary of Defense, Materiel Readiness (ODASD-MR).

1.2 Benefits

The improved process for planning, programming, budgeting, and execution of CPC resource requirements brings several benefits to both the Army and the public. Having a standardized process is more efficient than individual users developing their own independent methods and executing their own similar tasks. The use of a consistent approach Army-wide also facilitates knowledge sharing, collaboration and comparison between users of the standardized approach. The sharing of this knowledge leads to developing collective solutions and risk mitigation strategies that benefit the Army CPC Program overall.

The improved process makes the Army CPC Program more effective at reducing the lifecycle costs and increasing the readiness of weapon systems and infrastructure, which ultimately saves the Army and the public money. Using a holistic, cross-cutting approach also reduces unnecessary spending through reducing the duplication of effort and enhancing collaboration. By addressing corrosion-related issues early on, users are able to prevent more costly remediation down the line. This not only saves taxpayer dollars but also helps keep the Army's weapon systems in good working condition.

Although this process was designed with the Army program in mind, the underlying logic can be applied to any component of equipment or infrastructure, whether military, civilian or commercial in nature. It would not be difficult to tailor the process to these other applications, potentially resulting in similar lifecycle cost and performance benefits.

1.3 Recommendations

After the Office of the CCPE accepts the improved process for planning, programming, budgeting and execution of CPC requirements, it should be incorporated into Department of the Army Pamphlet 11-42 or other appropriate Army guidance documents. Some aspects of the process are not suitable to be published since they contain Controlled Unclassified Information and sensitive budgeting information. However, making as much of the process publicly available through the Army Publishing

Directorate will foster its transition to other users.

The Office of the CCPE should directly adopt the tools, templates and practices resulting from this project as part of the operating procedure for managing the Army CPC Program. In fact, many of them have already been implemented as of this writing.

The Office of the CCPE should regularly welcome comments and user feedback to improve the process, perhaps via after-action reports for quarterly in-process reviews (IPRs) and POM formulation activities.

1.4 Invention Disclosure

Invention Disclosure Report(s):

DD882 Sent to NCMS

No Inventions (Negative Report)

1.5 Project Partners

- U.S. Army
- U.S. Navy (*observer*)
- U.S. Air Force (*observer*)
- Office of the Secretary of Defense (*observer*)
- Jensen Hughes
- National Center for Manufacturing Sciences (NCMS)

2. Introduction

2.1 Background

The U.S. Army-wide CPC Program specifically requires a series of new or improved processes to enable all Army organizations to satisfy the CPC requirements established by statute and regulation, including AR 11-42 entitled “Army Corrosion Prevention and Control Program” and its associated Pamphlet 11-42. These processes must account for variations in environmental severity of different locations and their impacts on maintenance and sustainment of Army equipment and infrastructure. This effort is aimed at improving the effectiveness of organization-wide programs in reducing the negative impacts of corrosion on fielded equipment and infrastructure. Specifically, the effort is intended to improve existing processes or introduce new processes for conducting the following types of activities:

- Identifying and managing CPC risk during new design
- Planning, programming, budgeting and executing the appropriate CPC requirements
- Standardizing preferred CPC practices and approving deviations
- Establishing and operating CPC programs at both headquarters and subordinate levels
- Pursuing cross-cutting CPC technology improvements
- Assessing and improving personnel awareness of relevant CPC topics
- Evaluating the adequacy of available CPC support capabilities
- Monitoring the implementation of recommended CPC improvements

Each phase involves developing, demonstrating, implementing, assessing, and iterating on

process improvements. This report focuses on Phase II of the project, which pursued an improved process for planning, programming, budgeting and execution of CPC resource requirements throughout an organization.

2.2 Purpose

The development, demonstration and validation of improved and standardized processes to implement CPC policy requirements is the key to the success of the Army-wide CPC Program. This work uses a collaborative effort embracing both industry (Jensen Hughes) and government participants (U.S. Army as primary and U.S. Navy, U.S. Air Force, and Office of the Secretary of Defense as observers). Jensen Hughes provides corrosion technical, engineering and programmatic expertise in creating effective processes. The government, mainly the U.S. Army, provides statutory, regulatory and policy requirements to guide the development process as well as subject matter expertise regarding equipment and infrastructure and current corrosion challenges. The solution incorporates a phased approach, where each phase involves developing, demonstrating, implementing, assessing and iterating on process improvements addressing one or more of the activities identified in section 2.1.

Phase II increments 1 and 3 focused on developing an improved process for planning, programming, budgeting and execution of CPC resource requirements throughout an organization. Jensen Hughes demonstrated the process for the Office of the Army CCPE and the U.S. Army DEVCOM.

2.3 Scope/Approach

The objective of Phase II was to develop a standard stepwise process and procedure for ensuring that organization-wide CPC dollar requirements are identified, articulated,

defended, validated, prioritized and resourced appropriately. For the Army, this included:

- Mapping CPC requirements to the correct PEG
- Preparing CPC-related annexes for POM guidance
- Developing new or revised narratives for CPC-related MDEPs
- Modifying standard forms and templates to incorporate CPC requirements
- Ensuring programmed CPC funding is spent on validated CPC requirements

Jensen Hughes demonstrated this process by piloting it during the POM cycle for FY25-29. The team coordinated with all affected co-

chairs, executives, managers and other personnel with key roles in building the POM. The focus was on CPC dollar requirements generated by the Office of the Army CCPE within ASA(ALT) and by DEVCOM within AFC.

This report, developed in coordination with the Office of the CCPE and DEVCOM, includes the findings of the piloted process and the resulting tools, templates and practices. Jensen Hughes assessed the effectiveness of the process in real-time, identified gaps through consultation with stakeholders and revised the tools, templates and practices as necessary to address them. The process will be transitioned by submitting developed tools, templates and practices for inclusion in Department of the Army Pamphlet 11-42 or similar guidance documents.

3. Project Narrative

AR 11-42 requires Army senior leaders to incorporate CPC considerations into Army-wide planning, programming, budgeting and execution functions and specifically to plan, program, budget and execute in support of CPC research, development, test and evaluation (RDTE) initiatives. Jensen Hughes, in coordination with ASA(ALT) and DEVCOM, established and improved upon processes to align with these regulatory responsibilities. The following sections detail how these processes were developed and demonstrated under the Army CPC Program.

3.1 Mapping CPC Requirements to the Correct PEG

CPC is cross-cutting by nature; it affects all commodity areas and needs to be addressed across all domains of Doctrine, Organization, Training, Materiel, Leadership and education, Personnel, Facilities and Policy. An effective CPC Program therefore requires resources to be

planned, programmed, budgeted and executed across multiple Army PEGs. At the beginning of this project, only the Sustaining PEG had an established funding line dedicated to CPC, known as Program Element 423013. Jensen Hughes worked in conjunction with representatives from two additional PEGs – Equipping and Installations – to improve how they address CPC requirements.

Regarding the Equipping PEG, Jensen Hughes first developed a CPC annex to be included in its POM guidance for FY25-29. CPC requirements specific to the Equipping PEG include but are not limited to RDTE of CPC enabling technology supporting both weapon systems and facilities; CPC planning and decision-making conducted throughout acquisition and sustainment, including CPC management, design and verification activities; and Engineering Change Proposals to improve CPC capabilities for fielded systems. A copy of the delivered CPC annex is shown in Figure 1.

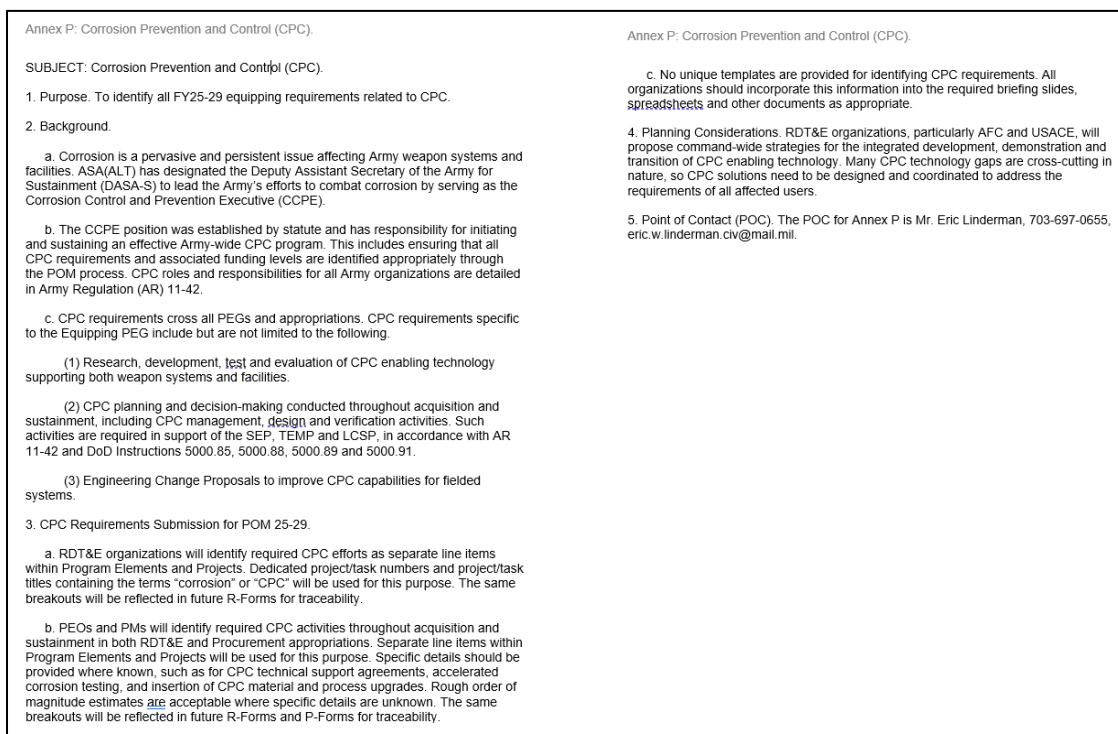


Figure 1. CPC Annex for Equipping PEG Guidance

Jensen Hughes then piloted the Equipping PEG guidance by working with DEVCOM and AFC to change how CPC RDTE requirements are identified and resourced. Previously all Army CPC funding in the RDTE appropriation was embedded in other Program Elements dedicated to major weapon system portfolios. For example, the Army Research Laboratory might be funded for one effort to develop corrosion resistant coatings under a “materials technology” Program Element in the “ground technology” portfolio. Jensen Hughes identified a few examples of such efforts by reviewing the publicly available RDTE Descriptive Summaries (i.e., R-Forms) provided to Congress in support of the President’s budget. However, these efforts were not explicitly labeled as CPC-related and were not being coordinated with the CPC communities at DEVCOM, AFC and ASA(ALT), so they lacked high-level visibility and support. Jensen Hughes helped DEVCOM to stand up and coordinate a CPC team with representatives from every Center and Laboratory to regularly share information on these types of embedded efforts. In addition, Jensen Hughes helped DEVCOM develop and

defend RDTE requirements for a standalone CPC technology Program Element so that future efforts are not entirely embedded in other portfolios. This dedicated CPC funding is anticipated to start in FY26 and is now ingrained in the process for DEVCOM and AFC to identify their RDTE requirements in the POM.

Regarding the Installations PEG, Jensen Hughes worked with the Office of the Deputy Chief of Staff G-9 to gain insight into military construction and sustainment requirements for CPC-related facilities, such as paint booths, wash racks and controlled humidity warehouses. Jensen Hughes helped to define the scope and parameters of a new dashboard that draws from existing Army facility investment and condition databases to provide actionable intelligence on CPC-related facilities. G-9 worked with its own team to produce a prototype web-based dashboard that the Office of the CCPE will continue to refine and utilize moving forward. All quantities, dollar figures and locations have been redacted from the screen shot in Figure 2.

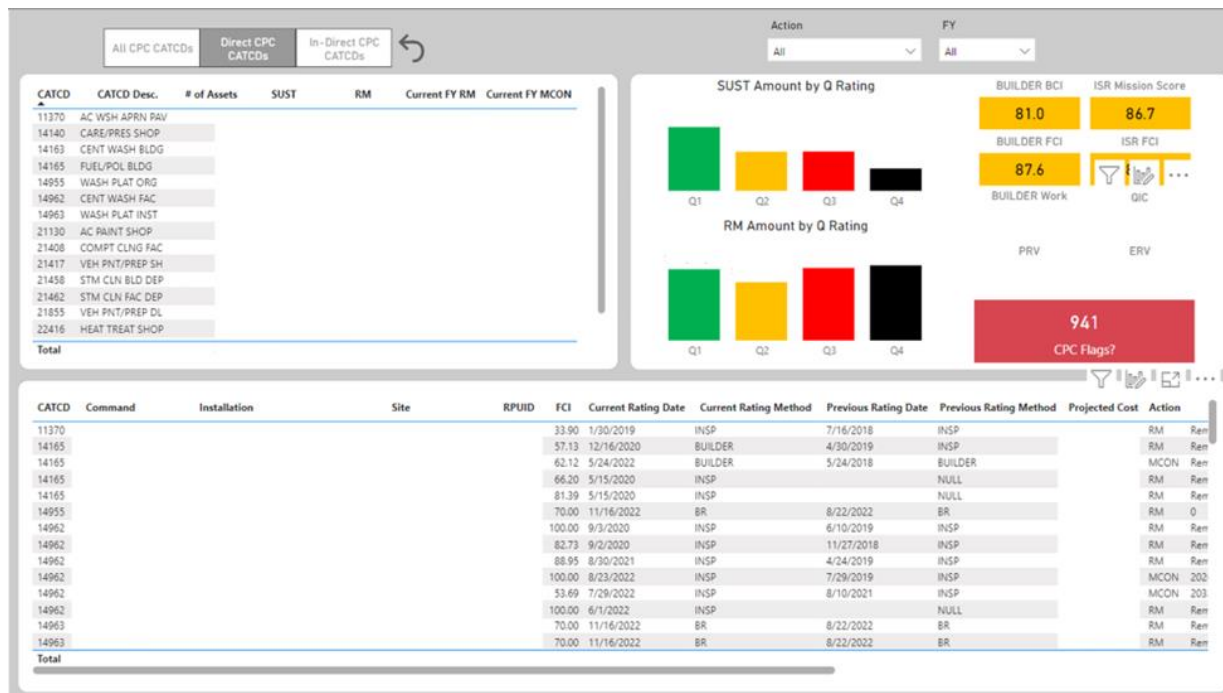


Figure 2. Screen Shot from Facilities CPC Dashboard

3.2 Developing New or Revised Narratives for CPC-related MDEPs

The 423013 Program Element belongs to the ASLS MDEP, which in addition to the Army CPC Program also includes requirements for the Army Oil Analysis Program and Army Logistics Assistance Programs. At the beginning of this project, the ASLS MDEP narrative had not been updated for several years and only reflected Army Materiel Command (AMC) requirements for CPC. Jensen Hughes prepared and proposed updates to the ASLS MDEP narrative to properly align it with recent POM reforms that consolidated all Army CPC Program requirements under the authority of the CCPE, including those historically associated with AMC. The proposed language clarifies and expands upon the types of activities that fall within the scope of this MDEP. The proposed narrative is as follows, with the revised Army CPC portion underlined:

The ASLS MDEP resources the Logistics Assistance Program (LAP), Army Oil Analysis Program (AOAP), and Corrosion Prevention and Control (CPC) Program. LAP functions include dollar and manpower resources to support the warfighter through early detection and resolution of logistics related problems that affect unit and materiel readiness. The MDEP funds the readiness and supply Logistics Assistance Representatives (LARs) from the Army Sustainment Command (ASC). LARs are assigned at the Division/CORPS level in Logistics Support Elements (LSEs) and at the Brigade Combat Team and the Aviation Brigade level in Brigade Logistics Support Teams (BLSTs). AOAP functions include dollar and manpower resources to support the Department of Defense-wide AOAP effort to determine impending component failures and lubricant condition through periodic laboratory evaluation of used oil samples. Early diagnosis facilitates enhanced reliability and readiness of Army systems and key component assemblies, extends oil

life through on-condition oil changes that are made only when lab-directed -- not by lube orders. CPC functions include dollar resources to initiate, sustain and evaluate the effectiveness of an Army-wide CPC Program overseen by the Army Corrosion Control and Prevention Executive (CCPE), as required by statute. Army commands and units establish and operate their own organizational CPC Programs to implement the Army-wide CPC Program, including corrosion mission support contracts that provide maintenance assistance visits, service teams, and readiness/sustainment instructions and demonstrations to prevent corrosive effects on weapon systems. Corrosion surveys are conducted worldwide to assess corrosion issues affecting readiness, safety or life cycle cost, and supplemental service, preventive actions and sustainment advice are provided to help address these issues. This MDEP contains both civilian and military manpower resources. Funding appropriations used within this MDEP include O&M across all open years and includes MPA for documenting military manpower.

3.3 Modifying Standard Forms and Templates to Incorporate CPC Requirements

Jensen Hughes developed numerous information papers, spreadsheets and briefing slides to capture CPC requirements throughout the budget year FY24 and the POM years FY25-29. Some of these were completed using existing standard forms and templates, while others were modified or created from scratch.

The most notable development for the budget year FY24 is a spreadsheet tool that tracks CPC funding resources for individual efforts over time from their initial request to their monthly spend plan to the amount distributed, committed and obligated in the year of execution. This tool will enable the Office of the CCPE to better understand the status of funds at any given moment and to make informed decisions based on that knowledge. The tool is based on an

existing spreadsheet template that was created by the government. That original spreadsheet proved to be unwieldy and required significant manual labor to achieve the desired result. Jensen Hughes modified it to add new functionality and analysis capabilities while ensuring it remained compatible with required government templates.

The most notable development for the POM years FY25-29 is a unified package to identify and defend Army-wide CPC Program requirements in the Sustaining PEG. The templates for the information papers, spreadsheets and slides were created by the government. During previous POM cycles, these templates were distributed to all Army CPC Program stake-

holders that each identified their own small piece of the overall requirement. Preparing, compiling and resolving those dozens of different inputs was inefficient and resource intensive. Jensen Hughes improved the process by helping the Office of the CCPE to streamline the collection of data, eliminate the need for additional data calls, and generate one consolidated response representing all Army-wide CPC Program requirements. For the first time, the CCPE was able to truly take ownership of the entire Army CPC Program and defend it more effectively through the POM process. Because the POM package contains information subject to non-disclosure agreement, it is not included in this report. However, the blank information paper template is provided in Figure 3.

POM 25-29 Information Paper	
	Date
Subject:	
<ol style="list-style-type: none"> 1. Purpose: Provide requested requirements into sub parts and prioritize the requirements to ensure understanding of each program to update the Headquarters, Department of the Army (HQDA) G-4 POM 25-29 preparation for budget reviews. 2. Requirement Narratives (Describe Requested Requirement and cite regulatory, Safety, or legal guidance) 3. What does it buy? <ol style="list-style-type: none"> a. Be very specific in description (i.e., Costing methodology, Type of contractual services, number and type of civilian labor, what type of supplies, number and type of <u>equipment</u>, <u>Location</u> of services (work)/equipment, Overhead (rent/lease, communications, utilities, type of maintenance, technical analysis, travel or training) b. Critical Requirement: (Describe the critical requirement Capability and risk) c. Requirement Benefit: (Describe the benefit/Capability to ACP, ARFORGEN, AMC, Competency and/or Potential efficiencies; include CBA if applicable) d. Budget and Quantity Data (Increase/Decrease): (Describe increase/decrease from previous year POM to current POM) 4. Explain any requirements variance and delta from previous POM. (Provide specificity) 5. UFR Narratives: (provide specificity) <ol style="list-style-type: none"> a. Justification b. Impact c. Risks 6. POC, organization, e-mail, telephone number 	
Prepared by:	
Reviewed/Approved by:	

Figure 3. Sustaining PEG Information Paper Template for POM FY25-29

3.4 Ensuring Programmed CPC Funding is Spent on Validated CPC Requirements

Jensen Hughes developed a schedule and templates for quarterly IPRs to review progress, funding status and product quality of individually funded CPC efforts during the year of execution. These IPRs serve the overarching goals of ensuring that funded CPC efforts are aligned with validated requirements and

supporting larger Army-wide CPC Program objectives, that spending is on track with Army-mandated goals, and that stakeholders are effectively collaborating on shared initiatives. Jensen Hughes demonstrated the templates at four different IPRs held in September 2022 and January, May and July 2023 and made continual improvements throughout the year based on feedback from the Office of the CCPE and other participants. Two different slide templates for logistics commands and RDTE commands are located in the Appendix.

4. Lessons Learned and Conclusions

4.1 Lessons Learned

The processes used by the Army CPC Program to plan, program, budget and execute funding will require continuous adjustment and improvement. The tools, templates and practices developed by Jensen Hughes under this project have resulted in lessons learned that can be applied to further fine-tune the overall process.

The foundation for success in this area will be to ensure expectations are frequently and accurately communicated, keeping in mind the bigger picture of how each piece fits into the overarching Army-wide CPC Program. This starts with requirement definition. Defining the aspects that create an effective CPC Program and actions required to achieve that objective will be paramount. That vision needs to be effectively communicated to the customers (e.g., PEG co-chairs) as well as the organizations executing the programs (e.g., Army commands, engineering centers, research laboratories, etc.). The Army CCPE serves as the oversight body to ensure that there is communication between all stakeholders, that there is no duplication of effort, and that issues can be resolved swiftly and strategically. Holding regular review meetings to discuss the execution of funding


and ongoing CPC efforts provides the opportunity for any such issues to come to light, as well as to foster collaboration between organizations with similar goals.

The Army CCPE is in the unique position to influence multiple aspects of this process, enabling it to be iterative in nature as lessons learned from one aspect of the process inform others. This creates an ever-improving process, which is expected to have the overall effect of reducing the negative effects of corrosion on Army weapon systems and infrastructure.

4.2 Conclusions

Phase II of this effort sought to develop a standard stepwise process and procedure for ensuring that organization-wide CPC dollar requirements are identified, articulated, defended, validated, prioritized and resourced appropriately. Through the development of guidance documents, reporting templates, execution review procedures and other improved methods, the Army is now able to more efficiently and effectively plan, program, budget and execute CPC funding with the overall goal of reducing cost, safety and readiness risks associated with corrosion.


Appendix A – Quarterly IPR Template for Logistics Commands



Army Corrosion Prevention and Control (CPC) Program Quarterly Financial Review 1Q-FY23

Click to add subtitle

Insert your command, name and date as subtitles.
Delete this box before submitting.



Financial Review

FY23 Funding	Planned	Received	Obligated		Disbursed	
APE 423013	(\$K)	(\$K)	(%)	(\$K)	(%)	(\$K)
In-house			0%		0%	
Contracts			0%		0%	
Reimbursable			0%		0%	
Other			0%		0%	
Total	-	-				

Table Directions:


- Open the embedded spreadsheet and fill in the white cells. All others will auto-populate based on formulas.
- Include all labor, travel, training, overhead, fees and related expenses in the appropriate category of in-house, contracts or reimbursable. An example of "other" expenses might be a large purchase.
- Ensure that the numbers are totaling properly in the yellow cells. For example, the "Total Planned (\$K)" should sum to the total amount programmed for your command for the entire year.

Detail Directions:

- Fill in estimates for total FTEs and CMEs at each type of organization, and for total in-house travel.
- Provide a separate bullet with the requested details for each contract and each reimbursable recipient.
- Replace instructions with "N/A" for expense categories that will not be funded this year.

Delete this box before submitting.

- In-house detail: ## FTEs, \$__K in
- Contracts detail: ## CMEs at ## r
 - Short title, award date, amount in \$K
 - Separate bullet for each
- Reimbursable detail: ## FTEs at
 - Recipient, award date, amount in \$K
 - Separate bullet for each
- Other detail: short description, if a



CPC Survey Review

CPC Surveys		Status	
#	Installations, commands, units	Dates	Visit Report
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- Key CPC survey findings and
 - Bullet 1
 - Bullet 2
 - Bullet 3


Table Directions:

- Open the embedded spreadsheet and fill in the white cells.
- Dates can be estimated as months or quarters for surveys that have not yet been scheduled.
- Use the pull-down menu to identify the status of the visit (in planning, scheduled or completed) and the status of the survey report (in planning, in draft or delivered).

Detail Directions:

- Summarize a few key highlights from CPC surveys conducted to date during the current fiscal year.
- These could include quantities of equipment surveyed, systemic issues identified, positive progress observed, significant recommendations made, etc.

Delete this box before submitting.



Collaboration Review

- Major bullet
 - Sub-bullet

Answering the following types of questions:

- What organizations are you working with?
- What issues are you addressing with them?
- Who else should be involved?
- What products/deliverables will result, and how many?
- What is the expected positive outcome?
- When do you expect it to happen?

Delete this box before submitting.



Other Activities Review

- **CPC Instructions, Guidance and Demonstrations**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **CPC Support to Acquisition Programs**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **CPC Publications**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **Other Validated CPC Activities**
 - Bullet 1
 - Bullet 2
 - Bullet 3

Answering the following types of questions for all:

- What service is being provided and how?
- When or how frequently is it happening?
- What products/deliverables will result, and how many?
- What is the expected positive outcome?

Answer these additional questions specific to: Instructions, Guidance and Demonstrations

- Who is the audience?
- How many events, personnel or other metrics?

Support to Acquisition Programs

- Which PMs and systems?
- When in the acquisition process?

CPC Publications

- What type(s) of publications?
- Who owns them?

Continue onto a second slide if necessary.

Delete this box before submitting.

5



Discussion Slides

- **Major bullet**
 - Sub-bullet


OPTIONAL: Use additional slides to highlight other key points that were not mentioned previously.

- Major accomplishments
- Major challenges
- Technical details
- Recommendations for improvement
- Key milestones and dates
- Assistance needed from CCPE or others
- Etc.

Delete this box before submitting.

6


Appendix B – Quarterly IPR Template for RDTE Commands



Army Corrosion Prevention and Control (CPC) Program Quarterly IPR 2Q-FY22

Click to add subtitle

Insert your command, name and date as subtitles.
Delete this box before submitting.



Financial Review

FY22 Funding	Planned	Received	Obligated		Disbursed	
APE 423013	(\$K)	(\$K)	(%)	(\$K)	(%)	(\$K)
In-house			0%		0%	
Contracts			0%		0%	
Reimbursable			0%		0%	
Other			0%		0%	
Total	-	-				

Table Directions:

- Open the embedded spreadsheet and fill in the white cells. All others will auto-populate based on formulas.
- Include all labor, travel, training, overhead, fees and related expenses in the appropriate category of in-house, contracts or reimbursable. An example of "other" expenses might be a large purchase.
- Ensure that the numbers are totaling properly in the yellow cells. For example, the "Total Planned (\$K)" should sum to the total amount programmed for your command for the entire year.


Detail Directions:

- Fill in estimates for total FTEs and CMEs at each type of organization, and for total in-house travel.
- Provide a separate bullet with the requested details for each contract and each reimbursable recipient.
- Replace instructions with "N/A" for expense categories that will not be funded this year.

Delete this box before submitting.

- In-house detail: ## FTEs, \$__K in
- Contracts detail: ## CMEs at ## r
 - Short title, award date, amount in \$K
 - Separate bullet for each
- Reimbursable detail: ## FTEs at ;
 - Recipient, award date, amount in \$K
 - Separate bullet for each
- Other detail: short description, if a

2



Major Task Review

- **Primary communications link to CCPE**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **CPC subject matter expertise**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **CPC technical guidance, criteria, specs and standards**
 - Bullet 1
 - Bullet 2
 - Bullet 3

Answering the following types of questions for all:

- What service is being provided and how?
- When or how frequently is it happening?
- What products/deliverables will result, and how many?
- What is the expected positive outcome?

Primary communications link to CCPE

- How are you coordinating internally?
- What type of input are you providing?
- How are you assuring a timely response?

CPC subject matter expertise


- What organizations are you supporting?
- How are you supporting them?
- How often are you assisting each organization?

CPC technical guidance, criteria, specs and standards

- Which publications?
- What type of improvements?
- How do you ensure the latest guidance is incorporated?

Continue onto a second slide if necessary.
Delete this box before submitting.

3



Major Task Review (cont.)

- **Army meetings, working groups and IPTs**
 - Bullet 1
 - Bullet 2
- **OSD CPO activities, forums, WIPTs and data requests**
 - Bullet 1
 - Bullet 2
 - Bullet 3
- **Other validated CPC activities**
 - Bullet 1
 - Bullet 2
 - Bullet 3

Answering the following types of questions for all:

- What service is being provided and how?
- When or how frequently is it happening?
- What products/deliverables will result, and how many?
- What is the expected positive outcome?

Army meetings, working groups and IPTs

- Which groups?
- What level of participation?

OSD CPO activities, forums, WIPTs and data requests

- Which groups are you actively participating with?
- What type of input are you providing?
- Any relevant conferences?

Continue onto a second slide if necessary.
Delete this box before submitting.

4



Discussion Slides

- **Major bullet**
 - Sub-bullet

OPTIONAL: Use additional slides to highlight other key points that were not mentioned previously.

- Major accomplishments
- Major challenges
- Technical details
- Recommendations for improvement
- Key milestones and dates
- Assistance needed from CCPE or others
- Etc.

Delete this box before submitting.

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