

APPENDIX D

DRD EXECUTIVE AGENTS/SUPPORTING AGENT PROGRAM
(RCS:DAEN-RD-8)

1. Purpose. This appendix provides information on the assignment of Executive Agents (EAs) and Supporting Agents (SAs) to include applicability, background, responsibilities and procedures.

2. Background. Effective program execution often requires integration of products from two or more Laboratories and extensive coordination with agencies outside of the USACE. To assist DRD in developing and encouraging well coordinated programs, particularly in certain designated high-priority research areas, Executive Agents and Supporting Agents are established under this regulation. The list of EA/SAs will be published by CERD-M.

3. Responsibilities.

a. The Directorate of Research and Development (DRD) will:

(1) Make the EA/SA assignment to the Commander/Director of the specified Laboratory.

(2) Maintain overall management responsibility and provide both initial and in-process guidance on policy, objectives, management and execution.

(3) Coordinate with Department of Defense (DoD), Army Staff (ARSTAF), Army Materiel Command (AMC), Training and Doctrine Command (TRADOC), other Major Commands (MACOMs) and USACE Divisions and Districts as appropriate. Coordination of specific action items, with one or more of these organizations, may be delegated to the EA as required for efficient implementation.

(4) Exercise final approval authority on the development and implementation plan, its accompanying R&D program and on resulting documents providing or implying official guidance to the field.

b. The Executive Agent will:

(1) Recommend Supporting Agents to DRD.

(2) Prepare Terms of Reference (TOR) in coordination with the Assistant Director of Research and Development for Military Programs (CERD-M) and the SAs for approval by the Director of Research and Development (CERD-ZA).

(3) Prepare a Development and Implementation Plan and provide annual updates to it in coordination with the SAs. Execute this plan upon its approval by DRD.

(4) Provide administrative support to DRD as required to include the preparation of briefings and papers and attendance at meetings and symposia.

(5) Inform DRD and the USACE Laboratories of key customer interactions and other relevant activities.

(6) Follow established command channels when executing the development and implementation plan.

(7) Participate, as required, in user requirements identification processes including training, and doctrine formulation.

c. Supporting Agents will:

(1) Assist in the preparation and updates of the development and implementation plan and provide personnel and facilities required to execute it.

(2) Develop and maintain direct interfaces with all appropriate customers. Provide information to the EA on key Laboratory/customer interactions for consolidation.

(3) Provide data on appropriate tech base products to the EA so that these products may be included in ongoing technology integration efforts.

(4) Participate in workshops and user reviews.

(5) Develop concepts for satisfying requirements specific to their area(s) of expertise and provide input to the EA.

(6) Participate in the user requirements identification process.

(7) Coordinate/conduct research program(s) to resolve technical deficiencies and satisfy overall objectives. All coordination required will follow established command channels.

6. Executive Agent Procedures. Upon notification that a Laboratory is selected to serve as EA the Laboratory Commander/Director will insure that the following actions are accomplished.

a. Terms of Reference - Insure that objectives and responsibilities have been documented by preparing, in coordination with CERD-M, a TOR statement for approval by CERD-Z. The TOR is to be prepared not later than 60 days after assignment as EA. The TOR will include, but not be limited to, the following items:

- 1) Purpose
- 2) Authority
- 3) Objectives
- 4) Supporting Agent Assignments
- 5) Responsibilities
- 6) Funding

b. Development and Implementation Plan - The EA will prepare a Development and Implementation Plan in coordination with the Supporting Agents based on the TOR. The Development and Implementation Plan is to be prepared not later than 60 days after approval of the TOR. This Plan will be submitted to CERD-M for approval. It will be used as both a planning and management document. It must be consistent with existing documentation requirements and make maximum use of information in existing DRD data bases. It will be updated on an annual basis in conjunction with the development of the LRS&T plan. The updated plan will be submitted to CERD-M for approval on 30 September of each year. The plan will include as a minimum, but not be limited to:

- 1) Background Information.
- 2) Product/Milestone Master Plan.
- 3) Technology Transfer Targets.
- 4) Inter-Laboratory/Interagency Execution Agreements.
- 5) Meeting and Reporting Schedules.

c. Implementation - Upon approval of the Development and Implementation Plan, the EA will execute the approved plan. As a part of the execution of the plan, the EA will:

1) Organize and chair progress meetings.

2) Prepare, and submit to DRD, semiannual letter reports and an annual report as identified in the Development and Implementation Plan.

7. Supporting Agent Procedures. Upon notification that a Laboratory is selected to serve as a SA for a program area, the Laboratory Commander/Director will insure that the following actions are accomplished.

a. Terms of Reference - The SA will coordinate with the EA during preparation of the TOR.

b. Development and Implementation Plan - The SA will participate actively with the EA in the preparation and annual update of the Development and Implementation Plan.

c. Implementation - The SA will coordinate with the EA in the execution of their assigned part of the plan. As a part of this coordination, the SA will:

1) Participate in progress meetings.

2) Submit documentation material for use in the EA reporting process.