Outgoing Work Requirements Process Flow

1. Outgoing Work Requirements

Delegating Organization (Sender) - Conduct Analysis to Determine Need for Delegation

Is there Need For Issuing Delegation?

- No Delegation Issued
- Yes

Communicate with Supporting Organization (Receiver) on Draft Discussion Delegation.

Both Organizations discuss scope of effort, expectations, and skills required for support

Sender and receiver determine special considerations and type of delegation.

Are there skill gaps or resource issues based on proposed request?

- Yes
- No

Delegating Organization develops and sends Formal Draft Delegation to Supporting Organization

Considerations for flow-down

Examples

- Inability to verify at Delegating Organization
- Critical Safety Item
- Critical Path
- Supplier Performance Concerns

Both Organizations attempt to resolve support issue.

2. Receipt of Delegation from Delegating Organization

1) Draft Delegation
2) Contractual Documentation
3) Analysis
4) MOAs/MOUs

Develop, Send and Communicate with Supporting Organization (Receiver) on Draft Activity-based Discussion Delegation. Include:

- Regulatory requirements or risk statements which justify delegation
- Identify specific tasks which shall be performed

Communicate with Delegating Organization (Sender) on Supplier Capabilities

Stop

No Delegation Issued
Receiving Organization Delegation Process Flow

2. Receipt of Delegation from Delegating Organization (Sender)

3. Receiver shall analyze delegated work requirements

4. Workload Acceptance

- Commander (Receiving) Communicate with Delegating Organization (Sender)
  - Yes: Recommend to Decline Part or all Proposed Work?
  - No: Delegation Formally Approved

  - Delegation Formally Approved
    - Yes: Re-delegate as Required
    - No: Perform Work

  - Perform Work
    - Yes: Delegation Under CM Control
    - No: Track and Measure Work

  - Track and Measure Work
    - Yes: Complete and Closeout Work
    - No: Sender/Receiver discuss lessons learned

  - Sender/Receiver discuss lessons learned
    - Yes: Stop Delegated Work is Complete
    - No: Elevate to HQ for determination.

- Delegation Library

- Division Decision Agree to Decline Work?
  - Yes: Elevate Decision to Division Director or Designee
  - No: Discussion with Delegating Organization on Decision to Decline Work

- Discussion with Delegating Organization on Decision to Decline Work
  - Yes: Elevate Decision to Division Director or Designee
  - No: Divisions concur with delegation rejection

- Divisions concur with delegation rejection
  - Yes: STOP Work is Declined
  - No: Elevate to HQ for determination.

- Commander Recommends Declining part or all Work Based on Discussion with Delegating Organization?
  - Yes: Recommend to Decline Part or all Proposed Work?
  - No: Delegation Formally Approved

- Delegation Formally Approved
  - Yes: Re-delegate as Required
  - No: Perform Work

- Perform Work
  - Yes: Delegation Under CM Control
  - No: Track and Measure Work

- Track and Measure Work
  - Yes: Complete and Closeout Work
  - No: Sender/Receiver discuss lessons learned

- Sender/Receiver discuss lessons learned
  - Yes: Stop Delegated Work is Complete
  - No: Elevate to HQ for determination.