



THE ASSISTANT SECRETARY OF THE NAVY  
Research Development and Acquisition  
1000 Navy Pentagon  
Washington DC 20350-1000

MAY 1 2006

MEMORANDUM FOR DISTRIBUTION

SUBJECT: PROCESSING OF JUSTIFICATION AND APPROVALS (J&As)  
REQUIRING ASN (RDA) APPROVAL

We are continuing to implement the recommendations resulting from the OASN(RDA) Lean/Six Sigma Rapid Improvement Event (RIE) for the internal RDA approval process for J&As. Our objective is to review and approve J&As with reduced cycle time.

The following are immediate changes to the content/structure/method of submission for J&A packages submitted for ASN(RDA) approval. Contracting Activities should:

- Prepare J&As for ASN(RDA) approval using the format and guidance set forth in the attached J&A template.
- Use the Memorandum template, attached, to prepare memoranda for forwarding J&As to DASN(ACQ).
- Submit all J&A packages electronically to DASN(ACQ) at: [rda.ja@navy.mil](mailto:rda.ja@navy.mil).

Prior to completing my review of the J&A, I want to meet with the respective PEO, PM, product DASN (Ships/AIR/IWS/LMW/C4I & Space), DASN (ACQ), RDA Counsel and Contracting Office representative (as needed). For Performance Based Logistics J&As, DASN (LOG), the PM and PCO for the Weapons Systems Support Team will attend. This will provide me an opportunity to ask questions and seek clarifications from those who are most knowledgeable about the specific program. To expedite scheduling, provide the names and phone numbers for the PEO, PM and PCO when submitting your J&As for RDA approval. Any questions or comments regarding this process should be referred to Dennise March ([Dennise.march@navy.mil](mailto:Dennise.march@navy.mil)), (703) 614-9640.

Delores M. Etter

Attachments:  
As stated

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