Requirements Transition Process FAQs

1. WHAT IS THE REQUIREMENTS TRANSITION PROCESS (RTP)?
The Requirements Transition Process is the formal, centralized method that ensures authorized, clear, concise, testable and resource-informed requirements are received at MCSC and assigned to appropriate materiel developers. The Requirements Transition Team (RTT) facilitates the development and transition of potential requirements into the acquisition process.

2. WHO IS ON THE REQUIREMENTS TRANSITION TEAM (RTT)?
All competencies have assigned members on the RTT. Additionally, the MCSC Ops Cell, PEO-LS, CD&I, LOGCOM and TECOM have members on the team.

3. WHAT DOES THE RTT DO?
The RTT supports early phases of the requirements development process by confirming the validity and nature of inbound requirements documents and their sources. The RTT also makes Program Management Office (PMO) assignment recommendations.

4. WHEN DO I USE THE RTP?
PMOs contacted directly to accept new requirements should use the RTP. Organizations outside MCSC requesting requirements development support for a new project should contact the RTT for assistance.

5. WHY DO WE NEED THE RTP?
The RTP helps to improve acquisition effectiveness and compliance by ensuring early involvement of subject matter experts during requirements development planning. The RTT ensures requirements validation; confirms funding strategy; supports PoPs Gate compliance; recommends lead PMO; and provides acquisition leaders initial visibility on resource impact.

6. DOES THE RTP TAKE LONG?
Most RTT tasks take less than one day. Development of a valid requirements document, however, can take years.

7. DOES THE RTT NEED TO BE INVOLVED AFTER THE REQUIREMENT IS ASSIGNED?
Once the requirement has been assigned to the PMO, the RTT is no longer involved.

8. WHAT ABOUT TECH REFRESHES AND MAJOR MODIFICATIONS POST IOC?
All requirements documents enter the Command via the RTP. However, the RTT may have little involvement in tech refresh and/or engineering modifications of assigned programs unless the new capability or major changes to performance parameters are introduced.

9. WHAT ABOUT THE URGENT NEEDS PROCESS?
Currently the RTT's role in urgent matters is to support the MCSC Operations Cell with PMO assignments.

10. WHAT IF I DO NOT USE THE RTP AND ACCEPT REQUIREMENTS DIRECTLY?
Per MCSC Order 5000.3_ use of the RTP is mandatory. It is through the RTP that the Commander provides official PMO assignments, early guidance and formally launches the project.

CONTACTS

Preferred:
NIPR – watchofficer@usmc.mil (global search – "mcsc_watchofficer")
SIPR – watchofficer@mcsc.usmc.smil.mil (global search – "watch officer")

Alternate:
NIPR: MCSC_MCATS@mcsc.usmc.mil
SIPR: MCSC_MCATS@mcsc.usmc.smil.mil

Members of the RTT:
RTO: AC PROG (Team Lead)
RTE: RT Engineer – DC SIAT
RTF: RT Finance – DC RM
RTL: RT Logistician – AC ALPS
RTCT: RT Contracts – AC CT
RTC: RT Counsel – Quantico Area Counsel Office
RT: LOGCOM
MCSC Ops Cell - Deputy CoS – Operations

http://www.marcorsyscom.marines.mil/Portals/105/ACPROG/Documents/MAG_RTP_Excerpt_27Feb14.pdf

RT

JCIDS
PPBE
DAS

REQUIREMENTS TRANSITION

MISSION:

THE REQUIREMENTS TRANSITION PROCESS (RTP) ENSURES CLEAR, CONCISE, TESTABLE AND RESOURCED-INFORMED REQUIREMENTS ARE RECEIVED AND ASSIGNED TO APPROPRIATE MATERIEL DEVELOPERS.

Marine Corps Systems Command Requirements Transition Framework

Marine Corps Requirements Transition ensures clear, concise, testable, resource-informed requirements are received and assigned to appropriate materiel developers. Requirements are transitioned efficiently and with greater visibility, while reducing risk.

MARINE CORPS CAPABILITY PORTFOLIO MANAGEMENT

INTEGRATED ENTERPRISE CAPABILITIES PLANNING | **INTEGRATED CAPABILITIES MANAGEMENT**

USMC
- Advocates
- Proponents

USN

Other

Urgent

Rapid

Deliberate

Official Task to Support

Business Capability

Special Circumstance

RT 1.0
RECEIVE REQUIREMENT SUPPORT TASKING
MARCORSYSCOM Receives Official Task

Requirements Authority (RA) sends official task to Ops Cell Watch Officer Inbox. Official notices come as MCATS tasks, Naval Messages, authorized emails, and phone calls from competent authorities. RTT receives official request for support from Ops Cell Watch Officer. RTT generates internal MARCORSYSCOM Tasks for SIAT, AC PROG, AC ALPS and other relevant organizations. RTT assesses scope, resolves issues, and facilitates clarification of the requirement development effort. RTT advises on process and documentation requirements. The objective of this phase is to assign the proper execution lead and supporting elements.

- ❑ **Ops Cell Receives Task and notifies RTT**
- ❑ **Review and assess scope**
- ❑ **RTT Collaborates with stakeholders**
- ❑ **Assign execution lead and support**
- ❑ **RTO responds to tasker**

RT PLANNING	
LEAD:	Requirements Authority
SUPPORT:	MARCORSYSCOM
RT EXECUTION	
LEAD:	MARCORSYSCOM – RTT
SUPPORT:	MARCORSYSCOM – CRC, Staff, PMOs MARCORLOGCOM

Ops Cell Watch Officer

Move | Shoot | Communicate

Warfighting Requirements

Business Systems

Business Requirements

Urgent Needs Process

Business Capability Life Cycle

Deliberate Acquisitions

Authorized Requirements Generator ?

Lead & SMEs Assigned ?

Requirements Development IPT Members

RT 2.0
SUPPORT REQUIREMENT DEVELOPMENT
Support further requirement clarification and team building

RTT staffs requirements documents, consolidates responses, and adjudicates comments. Submits consolidated comment to COMMARCORSYSCOM for approval. RTT 2.0 ends upon receipt of approved requirements documents. The objective of this phase is to facilitate the development of approved requirements documents for transition to the acquisition lead.

- ❑ **RTT informs and coordinates internal MARCORSYSCOM stakeholders**
- ❑ **RTT assists with requirements development by attending meetings, reviewing documents, and submitting comments**
- ❑ **RTT facilitates MARCORSYSCOM staffing as needed**
- ❑ **Consolidates Command Response from formal staffing of draft requirements documents**
- ❑ **RTO responds to tasker**

RT PLANNING	
LEAD:	Requirements Authority
SUPPORT:	MARCORSYSCOM
RT EXECUTION	
LEAD:	MARCORSYSCOM – RTT/Assigned Lead
SUPPORT:	MARCORSYSCOM – Ops Cell, Staff, PMOs, MARCORLOGCOM

Rough Drafts | Revisions | Revisions | Final Draft JCIDS Documents

Transition Gate

Approved Requirements Package (Capability Documents, Funding Plan and CONOPS)

Including but not limited to:
- USON
- SON
- ICD
- CDD
- CPD
- PID (Project Initiating Directive)
- O&O (Operational & Organizational Doc)
- Business Case Package (e.g., Defense Business System)

RT 3.0
TRANSITION REQUIREMENT
Formal Acceptance and Assignment of the Requirement

RTT receives approved requirements documentation (e.g., USON, CDD, SON) from MARCORSYSCOM Ops Cell. RTT works with MARCORSYSCOM Staff to formally assign the requirement to appropriate PMO. RTT distributes documents appropriately and assists as needed. RTT collaborates with AC Prog/Assessments to support build of the DM/ADM (for UUNS, collaborate on POA&M). The objective of this phase is to obtain the official assignment of the lead and supporting PMs and to direct preparation for the appropriate PoPS/Gate review.

A DM or ADM represents the official acceptance and assignment within MARCORSYSCOM

- ❑ **Approved requirements documents are delivered to MARCORSYSCOM**
- ❑ **RTT collaborates with Staff and PMO in support of DM or ADM build**
- ❑ **DM or ADM document is signed**
- ❑ **Lead and supporting PMs assigned per DM or ADM and communicated to Staff and requirements generator**
- ❑ **RTO responds to tasker**

RT PLANNING	
LEAD:	Requirements Authority
SUPPORT:	MARCORSYSCOM
RT EXECUTION	
LEAD:	MARCORSYSCOM – RTT/Assigned Lead
SUPPORT:	MARCORSYSCOM – Ops Cell, Staff, PMOs, MARCORLOGCOM

Approved Requirements Docs ?

DM or ADM Generated ?

DM or ADM

Approved Requirement Document

RT properly followed for all requirements

Clear, concise, testable requirement - delivered

Delivered to appropriate materiel developer(s)