



**DEPARTMENT OF DEFENSE  
MISSILE DEFENSE AGENCY  
7100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-7100**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE MISSILE DEFENSE AGENCY  
AND  
THE UNITED STATES ARMY ACQUISITION SUPPORT CENTER**

MDA 2008-49

**SUBJECT:** Provide Manpower Services of Army Civilian Board Select Product/Project Managers to Missile Defense Agency

**Purpose and Scope of Work**

This Memorandum of Agreement (MOA) between The Missile Defense Agency (MDA) and the United States Army Acquisition Support Center (USAASC) delineates procedures and funding responsibility for manpower support for Army Civilian Board Select Product/Project Manager within the elements of MDA. Publication and Memorandum on the Product/Project Manager & Acquisition Commander (PM) Handbook are available at <http://asc.army.mil/career/pubs/PM>.

**Duration of Assignment**

The assignment for each Army Civilian Board Select Product/Project Manager will be for a period of 3 years beginning with the official start date in the assigned Project Office, as annotated on the Notification of Personnel Action, Standard Form 50-B from the USAASC Organization. Upon completion of the 3-year period, the Army Civilian Board Select Product/Project Manager will either be placed into a new Army position or be granted administrative return rights to their former Army position.

**Responsibilities**

**MDA will:**

- a. Provide funding for each civilian Army Board Select Product/Project Manager's salary, awards, training, travel and benefits equivalent to the entitlements: retirement benefits, health benefits, death benefits, and all costs accrued to include leave and workers compensation. Salary includes: National Security Personnel System (NSPS) annual performance payout and locality.

The Missile Defense Agency's obligations under this MOA are contingent upon the availability of appropriated funds from which payments can be made. Funding will be provided by issuing a Military Interdepartmental Purchase Request (MIPR) for the estimated cost for each line of accounting to: United States Army Acquisition Support Center, ATTN: SFAE-RMD (Anita Triplett), Bldg 201, Suite 101, 9900 Belvoir Road, Ft. Belvoir, VA 22060-5567, phone 703-805-1031, fax 703-805-5246.

- b. Initiate Incentive and Honorary awards in accordance with Department of the Army Regulation 672-20 using the Incentive Award Nomination and Approval Form (DA Form 1256), with justification, MDA element and functional signatures. Provide necessary documentation to support the processing of associated personnel actions to USAASC.
- c. Execute the NSPS process, in accordance with Subchapter 1940 (SC1940) of the DoD Civilian Personnel Manual (1400.25-M) through Defense Command Personnel Database System (DCPDS). The MDA Rating Official will provide the Performance Appraisal Application (PAA), objectives, midyear and annual evaluations to the Higher Level Reviewer at MDA or USAASC for review and approval.
- d. Provide training to achieve requisite 80 Continuous Learning Points. Complete the DoD SF 182, Authorization, Agreement and Certification of Training and supportable documents to USAASC for processing. Required PM courses will be the responsibility of the employee, coordinated with the Army Human Resources Command (AHRC).
- e. Provide travel funding in support of mission related travel for the Missile Defense Agency. The Defense Travel System will be used to process all travel orders, vouchers and amendments. Permanent Change of Station (PCS) is authorized per the Publication and Memorandum PM Handbook.
- f. Identify supervisor or designated approving official who will provide the completed and approved timesheets for each employee to the USAASC point of contact, (Karen.n.jackson@us.army.mil), phone 703-805-3590, fax 703-805-5246, on a biweekly basis for posting into the Department of the Army, Multi-Host Internet Access Portal (MIAP).
- g. Provide facility support to include: office space, supplies, computer equipment and support, phone and other mission-related support.

United States Army Acquisition Support Center will:

- a. Maintain and process the employee's official time and attendance sheet in the MIAP.

b. Process any required personnel actions to support salary, awards and benefits in accordance with the established Department of the Army regulations and instructions.

c. Complete NSPS, Performance Appraisal Application for the Higher Level Reviewer rating and include the employee in the USAASC NSPS pay pool.

d. Provide personnel authorization and retain the employee on USAASC's Table of Distribution Allowance (TDA) for the assignment period.

**Points of Contact**

United States Army  
Acquisition Support Center  
ATTN: Larry Israel  
SFAE-HR  
Chief, Human Resource Management Division  
9900 Belvoir Road, Building 201, Suite 101  
Ft. Belvoir, VA 22060-5567  
703-805-1011

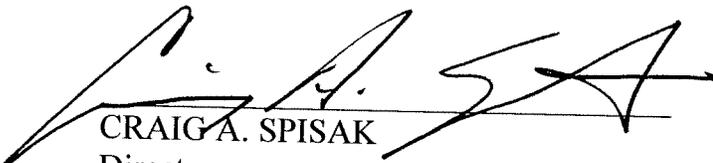
Missile Defense Agency  
ATTN: John Bier  
MDA/TH  
Deputy Project Manager, THAAD Project Office  
Bldg 5222, Martin Road  
Redstone Arsenal, AL 35898  
256-450-2016

**Effective Date**

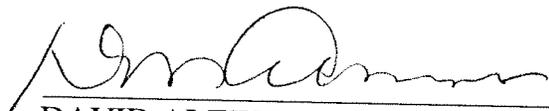
This MOA shall be effective and binding from the date of last signature until canceled in writing by either of the participating organizations.

This agreement may be modified, revised, or superseded at any time by mutual consent of all parties. Such amendment or revision must be in writing, recorded and published as an addendum to this MOA. Conflicts which may arise after this MOA is in effect will be resolved by coming to informal agreement or by amending this MOA.

**MOA Concurrence**



CRAIG A. SPISAK  
Director  
USAASC



DAVID ALTWEGG  
Executive Director  
Missile Defense Agency

Date 12/19/08

Date 12/18/08

Army Civilian Board Select Product/Project Manager's Information:

MDA/TH, Launcher Product Office Product Manager, THAAD Project Office,  
Chauncey Jackson, YA-301-3, Position ID# OC40560, 256-450-2297,  
chauncey.jackson@mda.mil, Effective date: Jun 2008-Jun 2011

MDA/TC, Project Manager, Regional Targets Project Office,  
George Mitchell, YA-340-3, Program Manager, Position ID# C31515,  
george.mitchell1@mda.mil, Effective date: Jun 2006-Jun 2009