MEMORANDUM FOR SECRETARY OF THE AIR FORCE

 CHIEF OF STAFF, UNITED STATES AIR FORCE

SUBJECT: SecAF and CSAF Concurrence of Cost, Schedule, Technical Feasibility, and Performance Trade-Offs for the [INSERT NAME OF PROGRAM (ACRONYM)] Program

The [INSERT NAME OF PROGRAM (ACRONYM)] Program is preparing for a Milestone (MS) B, and the Milestone Decision Authority is [INSERT NAME OF MDA]. I have reviewed the substantiating information provided by the Program Executive Officer (PEO), [INSERT NAME OF PEO], and recommend your concurrence that the appropriate trade-offs among cost, schedule, technical feasibility and performance have been made.

My recommendation is based on the following:

1. I chaired the Air Force Review Board (If applicable) meeting on [INSERT DATE] and all requirements to meet MS B criteria have been met or you can use the following sentence The PEO provided substantiation documentation to certify all MS B requirements are met;
2. The program is affordable based on a completed Affordability Analysis with funding available to execute through the FYDP and has a signed Full Funding certification memo;
3. An AoA to start the program was completed;
4. The Vice Chairman Joint Chiefs of Staff approved the [INSERT PROGRAM ACRONYM] CDD in MONTH YEAR; and
5. An independent Technical Readiness Assessment was accomplished and the five (5) critical technology elements were assessed as TRL 6 or higher and low risk for contractors to meet;

If you concur that the appropriate trade-offs have been made, please sign the attached memo.

My point of contact for this effort is [INSERT SENIOR MIL ASSIST NAME], SAF/AQ, at (703) 697-6990.

ANDREW P. HUNTER

Assistant Secretary of the Air Force

 (Acquisition, Technology & Logistics)