DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQR
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Delegation of Authority – Attendance of MDAP and MAIS Principal Formal Technical Reviews

References:
a. SAF/AQ Memorandum, Air Force Technical Authority, 25 October 2013
b. HAF Mission Directive 1-10, 24 June 2014, Assistant Secretary of the Air Force (Acquisition)
c. AFI 63-101 of 07 March 2013, INTEGRATED LIFE CYCLE MANAGEMENT Incorporating Change 1, 21 March 2014

Reference (a) memo established SAF/AQR responsibilities corresponding to the Air Force Chief Engineer and Technical Authority role assigned by reference (b). One of several responsibilities, codified in reference (c), is attending the principal formal technical reviews. I need your assistance in supporting the principal formal technical reviews. Specifically I am delegating participation in these reviews to SMC/EN, AFLCMC/EN, and AFNWC/EN for their respective MDAP and MAIS programs with the following expectations:

a. Assuring attendance at the nine principal technical reviews on SAF/AQR's behalf.
b. Managing Subject Matter Experts (SME) attendance assignments. SME assignments could also be a "best athlete" from other organizations such as AFRL/EN, AFSC/EN, AFTC, FFRDCs, A&AS, AF SLs, and other PEOs.
c. Focusing on program technical issues and risks, the associated corrective actions and mitigation activities, and SAF/AQRE provided OSD current technical management emphasis areas. In addition, identify areas where Center resources could provide assistance to address risks or issues.
d. Providing formal feedback to the PM, PEO, and SAF/AQRE within 30 calendar days following a given formal technical review. Use the attached report template (conforming to the digital thread tenet of archiving data for future use) for Alternative Systems Review (ASR), Preliminary Design Review (PDR), Critical Design Review (CDR), and Production Readiness Review (PRR) feedback. For the other five reviews, Center/ENs may use whatever format they choose to report their consolidated observations and recommendations to the PM, PEO and SAF/AQRE.

e. Briefing SAFAQR by telecom after formal technical reviews if there are major technical issues/high technical risks or as requested by SAF/AQRE. The briefing format is optional but should address the attached template content.

   Your contributions are essential to achieving success in this resource-constrained environment. The Air Force point of contact for this memo is SAF/AQRE at SAFAQRE.Workflow@pentagon.af.mil. You may contact Mr. Ross Anderson at ross.b.anderson.civ@mail.mil, (571) 256-0308 with questions.

DAVID E. WALKER
Deputy Assistant Secretary
   (Science, Technology and Engineering)

Attachment
SAF/AQR Program Office Technical Review Report Template
cc:
AFPEO/RCO
AFPEO/WP
AFPEO/SP
AFPEO/ISR&SOF
AFPEO/Tankers
AFPEO/MB
AFPEO/FB
AFPEO/ACS
AFPEO/C3I&N
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SMC/EN
AFNWC/EN
AFRL/EN
AFTC/CA

SAF/AQR Program Office Technical Review Report Template

The AFMC or AFSPC Center Engineering Functional Offices will represent SAF/AQR at the following nine principal formal Program Office Technical Reviews (in accordance with AFI 63-101, paragraph 5.2.1.3) and will report their observations and recommendations to SAF/AQR, the Program Manager, and AFPEO.

    Alternative Systems Review (ASR)
    System Requirements Review (SRR)
    System Functional Review (SFR)
    Preliminary Design Review (PDR)
    Critical Design Review (CDR)
    System Verification Review (SVR)
    Functional Configuration Audit (FCA)
    Production Readiness Review (PRR)
    Physical Configuration Audit (PCA)

The personnel representing SAF/AQR at the ASR, PDR, CDR, and PRR will use the following template to report their consolidated observations and recommendations. For the other five reviews, the personnel representing SAF/AQR may use whatever format they choose to report their consolidated observations and recommendations to SAF/AQR, the Program Manager, and AFPEO.

Program Information	
Program Office	
Technical Review Type	
Review Date	
Program Office Chief Engineer	
Name of the Center Engineering Functional Office Lead for this review	
Center Lead Representative Office Symbol	
Center Lead Representative Telephone Number	
Center Lead Representative E-mail Address	
Current Top 3 Technical Risks (unless there are more than 3 High risks, in which case report on all High technical risks)	
Technical Risk 1	
Risk 1 – Program Office Determined Risk level	
Risk 1 – Evaluation of Program Office's risk assessment	
Risk 1 – Evaluation of mitigation plan for this risk	
Risk 1 – Center resources available for assistance (if requested by Program Office)	
Technical Risk 2	

Risk 2 – Program Office Determined Risk level	
Risk 2 – Evaluation of Program Office's risk assessment	
Risk 2 – Evaluation of mitigation plan for this risk	
Risk 2 – Center resources available for assistance (if requested by Program Office)	
Technical Risk 3	
Risk 3 – Program Office Determined Risk level	
Risk 3 – Evaluation of Program Office's risk assessment	
Risk 3 – Evaluation of mitigation plan for this risk	
Risk 3 – Center resources available for assistance (if requested by Program Office)	
Current Top 3 Technical Issues	
Technical Issue 1	
Issue 1 – Assessment of corrective action	
Issue 1 – Center resources available for assistance (if requested by Program Office)	
Technical Issue 2	
Issue 2 – Assessment of corrective action	
Issue 2 – Center resources available for assistance (if requested by Program Office)	
Technical Issue 3	
Issue 3 – Assessment of corrective action.	
Issue 3 – Center resources available for assistance (if requested by Program Office)	
Prior Technical Review Top 3 Technical Risks	
Technical Risk 1	
Risk 1 – Status if different from current risk level	
Risk 1 – Assessment of change in status	
Technical Risk 2	
Risk 2 – Status if different from current risk level	

SAF/AQR Program Office Technical Review Report Template

Risk 2 – Assessment of change in status	
Technical Risk 3	
Risk 3 – Status if different from current risk level	
Risk 3 – Assessment of change in status	
Prior Technical Review Top 3 Technical Issues	
Technical Issue 1	
Issue 1 – Status if different from current issue	
Issue 1 – Assessment of change in status	
Technical Issue 2	
Issue 2 – Status if different from current issue	
Issue 2 – Assessment of change in status	
Technical Issue 3	
Issue 3 – Status if different from current issue	
Issue 3 – Assessment of change in status	
OSD Technical Management Emphasis Areas (AQR will identify the OSD emphasis areas annually)	
Area 1	
Area 1 – Addressed in review (Yes or No); if addressed, what were technical risks and issues of this area	
Area 1 – Change in status from prior technical review	
Area 1 – Assessment of overall program (government and contractor) technical management of this area	
Area 2	
Area 2 – Addressed in review; (Yes or No); if addressed, what were technical risks and issues of this area	
Area 2 – Change in status from prior technical review	
Area 2 – Assessment of overall program (government and contractor) technical management of this area	
Duplicate Fields for	

Additional Areas	

Status Current ESOH High Risks (DoDI 5000.02 Requirement)

ESOH Risk 1 Title	
ESOH Risk 1 – Initial risk level	
ESOH Risk 1 – Current risk level	High
ESOH Risk 1 – Target risk level	
ESOH Risk 1 – Assessment of risk assessments and the mitigation plan	
ESOH Risk 1 – Risk acceptance status (User concurrence and SAF/AQ Acceptance)	
ESOH Risk 2 Title	
ESOH Risk 2 – Initial risk level	
ESOH Risk 2 – Current risk level	High
ESOH Risk 2 – Target risk level	
ESOH Risk 2 – Assessment of risk assessments & the mitigation plan	
ESOH Risk 2 – Risk acceptance status (User concurrence and SAF/AQ Acceptance)	
Duplicate Fields for Additional ESOH Risks	

General Observations/Recommendations

Relevant Documents (list attached documents, if any, and provide as required to complete this report)