



DEPARTMENT OF THE AIR FORCE  
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AFI 63-101\_AFGM02  
AFI 63-1201\_AFGM01

MEMORANDUM FOR DISTRIBUTION C  
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FROM: SAF/AQ  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: Air Force Guidance Memorandum to AFI 63-101: Acquisition and Sustainment Life Cycle Management and AFI 63-1201: Life Cycle Systems Engineering

This Guidance Memorandum immediately implements changes to organizational and positional responsibilities. These changes will be incorporated into the next update to AFI 63-101, *Acquisition and Sustainment Life Cycle Management* and AFI 63-1201: *Life Cycle Systems Engineering*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management.

This Memorandum establishes SAF/AQR, Chief Systems Engineer, and Center-Level Technical Authority responsibilities to provide independent technical advice and support to the Air Force's Service Acquisition Executive (SAE), Program Executive Officers (PEOs), Designated Acquisition Officials (DAOs), and Program Managers (PMs) for Air Force acquisition programs. Specific changes to AFI 63-101 and 63-1201 are attached (Atch 1 and 2, respectively).

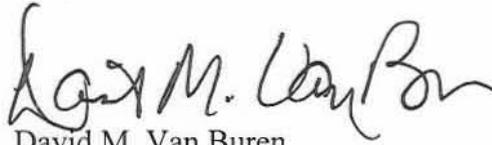
Good systems engineering processes, standard practices, and personnel are vital throughout the DoD acquisition life cycle to insure our systems achieve required performance and are delivered to our warfighters on time and within budget. PEOs'/DAOs' chief systems engineers, Center engineering functional offices, technical workforce (e.g., Air Force Research Laboratory and Air Force Center for Systems Engineering), and engineers assigned to program offices—along with SAF/AQR—provide vital expertise to PMs to make this happen. PMs, in turn, need to provide PEOs/DAOs and the Milestone Decision Authority (MDA) full and complete technical information, issues, and an assessment of performance, cost, and schedule risks and their impacts across programs and the Air Force enterprise.

This memo, the reinvigoration of engineering functional management, and the revitalization of standard practices are important steps towards improving Air Force acquisition. I need the Air Force's technical workforce—from chief systems engineers, engineering functional staff offices and program office chief engineers to the Air Force Research Laboratory and Center for Systems Engineering—fully engaged with my SAF/AQR team, working collaboratively supporting the SAE, PEOs/DAOs, and PMs. This collaboration allows us to all

share information, inform our respective chains, and share resources needed to execute successful programs with world-class systems engineering.

2

The Air Force point of contact for this memo is SAF/AQRE at [SAFAQRE.Workflow@pentagon.af.mil](mailto:SAFAQRE.Workflow@pentagon.af.mil). You may contact Lt Col Scott Brown at [scott.brown@pentagon.af.mil](mailto:scott.brown@pentagon.af.mil), (703)254-2498 with questions. The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.



David M. Van Buren

Air Force Service Acquisition Executive

2 Attachments:

1. Changes to AFI 63-101
2. Changes to AFI 63-1201

**Attachment 1**  
**Changes to AFI 63-101: Acquisition and Sustainment Life Cycle Management**

Paragraphs listed below are replaced or added to AFI 63-101 as specified below with the following:

[No change] 2.5. Deputy Assistant Secretary (Science, Technology and Engineering), (SAF/AQR) will:

[Add] 2.5.6.3. Chair Air Force Program Support Reviews (AF PSRs) for ACAT IC, ACAT IAC, non-delegated ACAT II, and selected programs. Support OSD-chaired Program Support Reviews (PSRs) for ACAT ID and IAM programs. Plan and coordinate PSRs with other Air Force-led technical reviews and processes (e.g., Technology Readiness Assessments, Systems Engineering Plan review, technical risk assessments, and assessments of manufacturing readiness) to support Air Force Review Boards.

[Add] 2.5.10. Provide independent technical advice to the SAE for program reviews (e.g., Air Force Review Boards, Configuration Steering Boards, Acquisition Strategy Panels, and PEO portfolio reviews).

[Add] 2.5.11. Provide systems engineering advice and support to PEOs, DAOs, and PMs in the execution of DAE and SAE programs.

[Add] 2.19.42. Ensure AFMC Product, Test, and Logistics Center Commanders or equivalents (e.g., AFRL Commander) assign a Center-Level Technical Authority.

[Add] 2.21.27. Ensure AFSPC Product, Test, and Logistics Center Commanders or equivalents assign a Center-Level Technical Authority.

[Add] 2.26.24. Appoint a Chief Systems Engineer (as established in DoDI 5000.02).

[Add] 2.29.47. Coordinate Air Force Program Support Reviews (AF PSRs) preparations for ACAT I, non-delegated ACAT II, and selected DAE/SAE programs with SAF/AQR no later than 12 months prior to milestone decisions. Plan and program for AF PSRs in their program plans, budgets, and contracts as appropriate.

[Replace] 3.75.3. Center-Level Technical Authority. A designated SE Technical Authority at each Product, Test, and Logistics Center is responsible to the Center Commander for assessing the adequacy of and adherence to Center-level and higher HQ-level Systems Engineering (SE) policies, practices, guidance, tools, education, and training.

[Add] 3.75.4. Chief Systems Engineer. A designated Systems Engineering (SE) Technical Authority responsible to the Program Executive Officer (PEO) or Designated Acquisition Official (DAO) for a portfolio approach that applies, implements, and adheres to all directive publications across all programs and technology efforts regardless of ACAT or life cycle phase.

[Add] 3.75.5. Secretariat-Level SE Technical Authority (SAF/AQR). A designated SE Technical Authority responsible to the SAE to provide upfront and early technical mentoring, advice and assessment to the SAE, PEOs, DAOs, and PMs to support decision making.

**Attachment 2**  
**Changes to AFI 63-1201: Life Cycle Systems Engineering**

Paragraphs listed below are replaced or added to AFI 63-1201 as specified below with the following:

[Change] 1.1.2.3. Chief Systems Engineer. A designated Systems Engineering (SE) Technical Authority responsible to the Program Executive Officer (PEO) or Designated Acquisition Official (DAO) for a portfolio approach that applies, implements, and adheres to all directive publications across all programs and technology efforts regardless of ACAT or life cycle phase.

[Add] 1.1.2.4. Center-level Technical Authority. A designated SE Technical Authority at each Product, Test, and Logistics Center or equivalents is responsible to the Center Commander for assessing the adequacy of and adherence to Center-level and higher HQ-level Systems Engineering (SE) policies, practices, guidance, tools, education, and training.

[Change] 1.1.3.1.1.2. The SEP must be reviewed annually, and updated as required throughout the life cycle of the program to reflect significant events such as changes in program office organization, a major supplier or contractor, or funding profiles. The PM or higher signature authority may also direct a SEP update. The PEO / DAO Chief Systems Engineer is responsible to ensure that all programs accomplish these reviews and updates. Space programs include the SEP in the Integrated Program Summary (IPS).

[Change] 2.7.2. Appoint a Chief Systems Engineer (as established in DoDI 5000.02).

[Replace] 2.8. PEO / DAO Chief Systems Engineer appointees shall:

[Change] 2.8.2. Assess the performance of subordinate lead or chief systems engineers assigned to individual programs in conjunction with the PEO / DAO and PM.

[Change] 2.8.4. Ensure coordination of technical planning (SEPs, strategies, risk assessments, etc.) between the cognizant ALC and Product Center PMs for fielded systems undergoing modifications managed within the PEO's / DAO's portfolio.

[Add] 2.8.5. Support their respective PEOs / DAOs and provide independent systems engineering advice for a PEO's / DAO's portfolio.

[Add] 2.8.6. Verify program technical review entrance and exit criteria are met (as defined by a program's SEP) and verify all technical reviews include independent subject matter experts. This role may be transferred to an authority outside the program (e.g., Center-level Technical Authority) with PEO / DAO approval.

[Add] 2.8.7. Ensure full and complete technical information, issues, and risk are communicated during program reviews.

[Change] 2.10.7. Determine, document, track, and maintain positive control of all system baselines, including OSS&E baselines, in coordination with Lead/Using Commands and other users. Ensure cost, schedule, performance and product support impacts on other interdependent systems caused by system baseline changes are communicated to all affected stakeholders and decision makers.

[Add] 2.14. Center-level Technical Authority appointees shall:

[Add] 2.14.1. Identify cross-functional and cross-organizational teams to support Program Support Reviews; coordinate Air Force-led technical reviews and processes (e.g., Technology Readiness Assessments, Systems Engineering Plan review, technical risk assessments, and assessments of manufacturing readiness) with SAF/AQR; report review findings to SAF/AQR in support of Air Force Review Boards.

[Add] 2.14.2. Ensure coordination of technical planning (SEPs, strategies, risk assessments, etc.) between the cognizant ALC and Product Center PMs for fielded systems undergoing modifications managed by a Product Center.

[Add] 2.14.3. Assist PEOs / DAOs in the appointment of Chief Systems Engineers and assess performance of PEO / DAO Chief Systems Engineers assigned to a Center in conjunction with the applicable PEO / DAO.

[Add] 2.14.4. Assess the adequacy of and adherence to Center-level and higher HQ-level Systems Engineering (SE) policies, practices, guidance, tools, education, and training.

[Replace entire Attachment 2 with the following]

**Attachment 2**

**SEP SUBMITTAL AND SIGNATURE REQUIREMENTS.**

| Life Cycle Phase Event                       | Acquisition Program (1)<br>(all ACAT) | Sustainment Activity<br>(non-ACAT) (1, 2) |
|--|---------------------------------------|---|
| All ASPs (Draft copy)                        | X                                     | X   |
| All Milestone (MS) Reviews                   | X                                     |   |
| SEP Reviews / Updates (2, 3)                 | X                                     | X   |
| Signatories (initial submittals and updates) |                                       |   |
| PM   | X                                     | X   |
| PEO / DAO Chief Systems Engineer             | X                                     |   |
| Center-level Technical Authority             |                                       | X   |
| SAF/AQR (4)                                  | X (5,6)                               |   |
| DDR&E/SE                                     | X (6)                                 |   |

**NOTES:**

1. All post-MS C programs require a SEP, regardless of whether program management responsibility is assigned to a Product Center or a Logistics Center. DDR&E/SE approval is not required for these SEPs.
2. Consistent with AFI 63-131 Para. 3.6, SEPs are not required for programs scheduled for final decommissioning within five years of the date of this AFI. Programs with a SEP in place are exempt from annual reviews/updates within five years of scheduled final decommissioning. However, execution of SEP efforts shall continue through decommissioning.
3. Annual SEP review is mandatory. Significant program changes (*e.g.*, supplier/subcontractor, organization, funding) require a SEP update with signature requirements determined locally.
4. SAF/AQR is the SAE's delegated approval authority for space and non-space programs' SEPs.
5. ACAT I, non-delegated ACAT II, and selected programs only.
6. MDAPs only.