



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

MAY 12 2015

MEMORANDUM FOR DISTRIBUTION

FROM: SAF/AQ

SUBJECT: Timelines for Air Force ACAT I/IA Reviews

Senior level Air Force acquisition reviews are required by statute and regulation and are critical elements in ensuring program success. This memo outlines timeline requirements for the Configuration Steering Board (CSB), Air Force Review Board (AFRB), and Acquisition Strategy Panel (ASP) reviews by the Service Acquisition Executive (SAE) and headquarters staff. SAF/AQXC is the Secretariat for these reviews and is responsible for their scheduling and execution.

The Program Manager (PM) working with the Program Element Monitor (PEM) should identify the need for an AFRB or ASP to the Secretariat as early as possible but no later than two months prior to the desired event date for scheduling. AFRBs should be scheduled prior to any OSD Integrating Integrated Product Team meeting leading up to a DAB leaving enough time to make any changes/adjustments directed by the AFRB Chair. If the SAE is the Milestone Decision Authority (MDA), the AFRB should occur after program documentation coordination is complete. ASPs should be scheduled after completing an initial draft of the Acquisition Strategy and before HAF 3-ltr coordination. That will allow ASP members the opportunity to advise/comment on the proposed strategy before beginning formal coordination and help expedite the coordination process. CSBs occur on a yearly basis, within the fiscal year, and are scheduled with SAF/AQ and the PEO staffs by the Secretariat. Out-of-cycle CSBs should be requested by the PM to review significant cost or schedule changes.

The SAF/AQXC Secretariat will send out the official meeting invitation outlining the review details and documentation submission suspense 14 days prior to the review. Draft read-ahead material for all three reviews are required to be submitted by the PEO staff seven calendar days prior to the meeting. The Secretariat will staff the review package with all review board/panel member organizations prior to the reviews to help prepare the board/panel member and identify any issues. Issues and comments from staffing are provided as received to the PM and PEM so they are prepared to address questions/comments at the review. They are also provided ahead of time to the SAE and PEO so they are aware of the issues before the meeting. The PM and PEM can modify review documents/charts based on staffing inputs and submit to the Secretariat. Final charts are due to the Secretariat one day prior to the review and are posted to the meeting invite upon receipt. The PM and PEM should work directly with the headquarters staff submitting comments to help resolve any issues prior to the review.

PEMs are responsible for drafting meeting minutes for the reviews to document the event including action items and decisions made at the review. The review minutes should start coordination within three working days after the event with participating member organizations.

If there are no actions external to the acquisition chain of command, the minutes should be signed by the appropriate Capability Directorate. If there are actions that extend beyond the SAE's purview, the minutes should be signed by SAF/AQ. Review action items will be tracked by SAF/AQXC and worked with the PEMs until closed. A concise SAE-Level Review Timeline is attached to this memo for use by programs.

CSB, AFRB, and ASP briefing templates are found on the SAF/AQXC AF Portal website: <https://www.my.af.mil/gcss-af/USAF/site/ACQUISITION/ACE>. In support of a BBP 3.0 initiative for CAEs to establish and enforce standardized component level review timelines, additional program planning documentation review/coordination/timeline guidance will follow. Please forward questions to the SAF/AQXC Workflow Inbox (usaf.pentagon.saf-aq.mbx.saf-aeco-workflow1@mail.mil) and Mr. Stanley Armstead (stanley.k.armstead.ctr@mail.mil).



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of the Air Force (Acquisition & Logistics)

ATTACHMENT:
Review Timeline

DISTRIBUTION:

AFPEOs
SAF/AQC/AQD/AQI/AQR/AQX/AQE/AQP/AQQ/AQS
SAF/A6
SAF/FM/FMB/FMC/FMP
SAP/SB
SAF/GCQ
AF/A2/A3/A4/A5/A8/A10
AF/TE
AFMC/CC
AFLCMC/CC
ACC/A8
AMC/A8
AFSOC/A8
AFSPC/A8
SMC/CC

ACAT I/IA SAE-Level Review Timeline

Timeline	Event
R - 60 days	Review Scheduled with Secretariat
R - 14 days	Secretariat sends official invitation
R - 7 days	Draft read-ahead materials are due
R - 7 days	Secretariat staffs draft material with board member organizations
R - 2-7 days	Comments forwarded to PEO/PM/PEM
R - 1 day	Final review material due; posted to meeting invite
R - 0	Review
R + 14 days	Review Minutes signed by CD or SAE