



SECRETARY OF THE AIR FORCE
WASHINGTON

MAR 14 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Systems Engineering Plan (SEP) Requirements

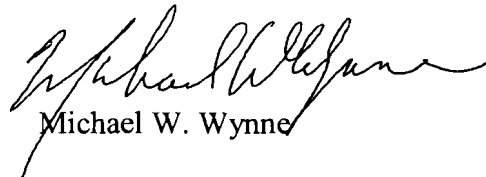
The Air Force's responsibility and commitment to apply disciplined Systems Engineering extend across all life cycle phases of all products and systems. The importance of a Systems Engineering Plan (SEP) cannot be overstated.

In order to ensure that the Air Force is compliant with established OSD and Air Force Systems Engineering policies and instructions, I am directing all system acquisition programs and sustainment activities, regardless of ACAT, to have an approved SEP in place by 30 September 2007.

SEPs shall apply at the concept, system, or end item level regardless of program phase or organizational structure.

The attached table contains SEP submittal and coordination/review/approval signature requirements. SEP content should be based on the OUSD (AT&L) SEP Preparation Guide. Responsibility for SEP preparation and submittal falls to individuals with concept, system, or end item performance, cost, and schedule management responsibilities, regardless of their job or duty titles.

I look to you for full and dedicated effort to ensure implementation of rigorous Systems Engineering practices and processes across the Air Force. My point of contact for monitoring progress and quarterly reporting of this action is SAF/AQRE, 703.588.7860.


Michael W. Wynne

Attachment:
SEP Submittal and Coordination/Review/Approval Signature Requirements

cc:

AFIT/SY
AFPEO/AC
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AFPEO/JSF
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AFPEO/WP
AFSPC/CV
HQ AFMC/CA
HQ AFMC/EN
OC-ALC/CC
OO-ALC/CC
SAF/ACE
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SEP SUBMITTAL AND COORDINATION/REVIEW/APPROVAL SIGNATURE REQUIREMENTS

Life Cycle Phase Event	Acquisition Program ⁽¹⁾ (all ACAT)	Sustainment Activity ^(1, 2) (non-ACAT)	
		SPMs/SSMs ⁽³⁾	PGMs/SCMs ⁽³⁾
All ASPs (Draft copy)	X	X	X
Concept Decision	X		
All Milestone (MS) / Key Decision Point (KDP) Reviews	X		
SEP Reviews / Updates ^(2, 4)	X	X	X
Signatories (initial submittals and updates)			
CE ⁽⁵⁾ / PM ⁽⁵⁾	X	X	X
Center SE Technical Authority	X	X	X
PEO / Center Commander/Director	X ⁽⁶⁾	X ⁽⁶⁾	
SAE	X ^(7,8)		
DAE	X ⁽⁹⁾		

NOTES:

1. All programs that are Post-MS/KDP C require a SEP, regardless of whether program management responsibility is assigned to a Product Center or a Logistics Center.
2. Consistent with AFI 63-1101, Modification Management, Para. 1.2.3, SEPs are not required for systems scheduled for final decommissioning within five years of the date of this memo. 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. SPM - System Program Manager; SSM - System Support Manager; PGM - Product Group Manager (including software); SCM - Supply Chain Manager.
4. Annual SEP review is mandatory. Significant program changes (e.g., supplier/subcontractor, organization, funding, etc.) require a SEP update, with signature requirements determined locally.
5. "CE" is assigned Chief Engineer/Lead Engineer; "PM" is Program Manager (assigned SSM, PGM, or SCM for ALC efforts).
6. Product Center Commander/Director signs at Concept Decision; PEO signs MS/KDP submittals and updates prior to MS/KDP C; ALC Commander/Director signs during sustainment.
7. SEP shall be coordinated through SAF/AQR and the cognizant HAF Capability Directorate.
8. ACAT I and non-delegated ACAT II programs only.
9. ACAT ID/IAM programs only; DoD Space MDA is final signatory for space programs.