



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

JUN 13 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Systems Engineering Technical Review Process for Naval
Acquisition Programs

REFERENCE: (a) Acquisition Workforce Offsite of 3-4 Jan 08
(b) SECNAV INSTRUCTION 5400.15C of 13 Sep 08
(c) Virtual SYSCOM Joint Instruction – VS-JI-22A, Virtual
SYSCOM Engineer and Technical Authority Policy,
of 31 Jan 07

As discussed during reference (a), I want to institutionalize the Systems Engineering Technical Review (SETR) process within the Department of the Navy (DON) and ensure appropriate systems engineering aspects are included in the Gate Reviews. The SETR is a technical assessment process that evaluates the maturing design over the life of the program. The SETR provides a framework for structured systems engineering management, including assessment of predicted system performance. The SETR also provides the Program Manager (PM) with a better understanding of the program's technical health.

Pursuant to the roles and responsibilities delineated in references (b) and (c), Systems Commands (SYSCOMs) will develop a common SETR process for use within the DON. It is expected that Program Executive Officers (PEOs) will work with their respective SYSCOMs on this endeavor. This process shall be implemented no later than 120 days from the date of this memorandum. Implementation guidelines shall include SYSCOMs implementing instructions, a detailed process manual, clearly delineated roles and responsibilities, trigger mechanisms, entrance criteria and sample product forms and descriptions. SETRs shall be led by a senior technical person who is independent from the program being reviewed and conducted by an extended Integrated Program Team. Results of the SETR will be reported to the respective PM, PEO, the associated SYSCOM Commander and CHENG and, as directed, to this office.

Upon review and approval of the common process by the SYSCOM Chief Engineers and ASN (RD&A) Chief Systems Engineer, PEOs/PMs will use the SETR process. SETRs shall be conducted for all DON Acquisition Category programs through out the system engineering and acquisition process and should

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be tailored dependent upon the scope and complexity of the program. For Navy-led Joint and National Major Defense Acquisition Programs, the SETR process should be used. For Joint Acquisition Programs led by other services, their equivalent process should be used. Naval personnel should ensure they are active participants in that process. SYSCOM Commanders and PEOs shall review the SETR process bi-annually to insure its continued effectiveness.

My point of contact for this matter is Mr. Carl Siel, ASN (RD&A) Chief Systems Engineer. He can be reached at (202) 781-3971 or at carl.siel@navy.mil.



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