MEMORANDUM FOR DISTRIBUTION

SUBJECT: Amplification of Policy for DON Systems Engineering Plan (SEP) Review and Approval

This memorandum provides amplification to the policy for DON Systems Engineering Plan (SEP) Review and Approval. ASN(RD&A) Revised Policy for DON Systems Engineering Plan (SEP) Review and Approval dated April 27, 2006 delegated MDA responsibility as SEP approval authority to ASN(RD&A) CHSENG for ACAT 1C, 1AC, II and Special Interest Programs. SEP component approval authority was also delegated to ASN(RD&A) CHSENG of ACAT 1D and 1AM programs for submission to USD(AT&L) and ASD(NII) DoD CIO. Attached is an updated Naval SEP approval matrix and Naval SEP coordination pages.

As indicated in DON Research and Development, Acquisition, Associated Life-Cycle Management, and Logistics Responsibilities and Accountability, SECNAV SNI 5400.15C, SYSCOMs have the responsibility for overseeing core processes which include Systems Engineering, T&E, Configuration Management and Technology Development and Readiness Assessments. Accordingly, it is my expectation that the SYSCOM Chief Engineers, working with Program Offices, will oversee the development of SEPs, and support the SEP review and approval process to ensure quality, completeness, and an acceptable level of risk. ASN(RD&A) CHSENG remains the DON SEP Approval Authority as discussed above.

Programs will continue to develop a SEP for review and approval for each milestone review to recognize that Systems Engineering practices are integral in the execution of our acquisition programs. Although there is no prescribed format for SEPs within the Defense Acquisition Guidebook, the OSD SEP Preparation Guide, provides a recommended format and content. Navy and Marine Corps programs are encouraged to use the SEP Milestone templates as provided by OSD, for SEPs prepared in support of milestone events and for SEP updates.

Delores M. Etter
SUBJECT: Amplification of Policy for DON Systems Engineering Plan (SEP) Review and Approval

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COMNAVSUPSYSCOM
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cc:
ASN (RD&A)
ASN (RD&A) CHSENG
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PROGRAM NAME - ACAT LEVEL

SYSTEMS ENGINEERING PLAN

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SUPPORTING MILESTONE

MONTH DAY, YEAR

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ENCLOSURE 2: ACAT 1D & IAM COORDINATION PAGE

PROGRAM NAME - ACAT LEVEL
SYSTEMS ENGINEERING PLAN

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SUPPORTING MILESTONE

MONTH DAY, YEAR

SUBMITTED BY

Name
Lead / Chief Engineer

Date

Name
Program Manager

Date

CONCURRENCE

Name
SYS.COM Chief Engineer

Date

Name
Program Executive Officer or Equivalent

Date

APPROVAL

Name
ASN (RD&A) Chief Systems Engineer

Date

ENCLOSURE 2: ACAT 1C, 1AC, II, & SPECIAL INTEREST COORDINATION PAGE
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SYSTEMS ENGINEERING PLAN

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