



DEPARTMENT OF THE AIR FORCE

Office Of The Assistant Secretary

MAR 9 2000

MEMORANDUM FOR ALMAJCOM/FOA/DRU

FROM: SAF/AQ
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Air Force Source Selection Expert Advisor (SSEA) Charter

The charter at attachment 1 delineates the roles and responsibilities of all SSEAs in Air Force source selections. Effective use of the knowledge and expertise of the SSEAs as envisioned by Lightning Bolt 99-2 is required by all PEOs/DACs and Commanders to ensure we achieve greater consistency in source selections, as well as higher quality in related documentation. I expect all field activities to ensure participation as shown in this charter by their SSEAs, and will call upon SSEAs as needed to take whatever actions are appropriate to achieve superior source selection processes and documentation. Within Air Force Materiel Command, this will also mean direct interface among SSEAs and the Acquisition Support Teams (ASTs) established through Lightning Bolt 99-1.

A handwritten signature in cursive script, appearing to read "Darleen A. Druyun".

DARLEEN A. DRUYUN
Principal Deputy Assistant Secretary
(Acquisition and Management)

Attachment:
SSEA Charter

cc:
SAF/AQC
SAF/AQR
SAF/AQX
SAF/AQI
SAF/AQP
SAF/AQQ
SAF/AQS
SAF/AQL
AF/ILM
AF/TEP

Lightning Bolt 99-2 Air Force Source Selection Expert Advisors (SSEAs) Charter

In accordance with SAF/AQ Lightning Bolt (LB) 99-2, Superior Source Selection, this charter identifies the specific qualifications, duties and responsibilities of the Air Force Source Selection Expert Advisors (SSEAs). The following paragraphs provide the description and goal of LB 99-2 as they appear in the SAF/AQ-approved Implementation Plan for this Lightning Bolt, which was introduced to Government and Industry in a "roll-out" of all 1999 Lightning Bolts in April 1999.

Description: Improve consistency, quality, documentation, and debriefings on all Air Force source selections by identifying expert advisors at each AFMC center and at each operational MAJCOM HQ/LGC that will actively participate in or be available to provide assistance on all Air Force source selections.

Goal: Encourage the use of innovative approaches, institutionalize open communications with industry and facilitate the sharing and adoption of best practices, lessons learned and acquisition reform initiatives.

In AFMC, active participation by designated expert advisors is mandatory for all source selections above \$100M. These expert advisors will be available to provide advice and assistance on all others. In the operational MAJCOMs, active participation by designated expert advisors is mandatory for all source selections above \$10M.

Personnel conducting source selections below established thresholds will seek the advice of the experts.

Specific SSEA Qualifications:

The SSEA should:

A. Be a mid to senior level military or civilian member within Air Force acquisition who has had direct experience in Air Force source selections within the last 2 years. "Mid to senior level" for military, means a level not lower than Captain through Colonel. For civilians, level should be not lower than GS-12 through GS-15 or equivalent. "Direct experience" means the individual participated in at least one Air Force source selection within the last 2 years as an evaluator, advisor, PRAG member, SSET, SSEB, or SSAC member or Chair, or SSA. Preferably, individual has participated in more than one source selection, and of those, at least one was within the last year. There is no specified functional specialty required to be an SSEA, but most will come from the program management, contracting, legal, or engineering functional areas.

B. Be knowledgeable of Air Force source selection policy (AFAC 96-2 (4 Jun 99)).

C. Be knowledgeable of the Air Force source selection-related websites, including the SAF/AQC homepage (<http://www.safaq.hq.af.mil/contracting/>), the BSX Source Selection website (www.bsx.org), and local training/tools available electronically or otherwise which focus on source selection.

D. Be in a position within the organization which facilitates participation in the source selection process (e.g., AFMC Acquisition Support Team (AST) organizations, or operational command HQ LGCs or squadrons conducting frequent source selection activity).

E. Be able to interface easily with senior management and influence changes in source selection approaches and documentation to reflect the most recent Air Force guidance and best practices.

F. Be available and able to conduct source selection training where appropriate for teams about to embark upon a source selection.

G. Be available and able to timely review source selection documentation and provide input/recommendations in a manner which does not jeopardize the acquisition schedule.

H. Be available and able to participate directly in the organization's source selections over \$100M (AFMC) or over \$10M (operational commands). In most cases, this will mean that the SSEA is acting as an advisor during the entire source selection. However, when appropriate and in consonance with the SSEA's areas of expertise for a given source selection, the SSEA may serve as an evaluator, advisor, SSET chair, SSAC Chair, or PRAG member or Chair. If the organization conducts a number of source selections at these dollar values simultaneously, there should be a sufficient number of SSEAs within the organization to permit direct participation by the SSEAs so that each source selection has at least one SSEA actively participating in the process.

I. Be able to prioritize source selection-related work in day-to-day work activity to ensure timely and effective support in the conduct of ongoing source selections.

J. Be available and able to attend SSEA conferences and meetings as required.

SSEA DUTIES AND RESPONSIBILITIES

The SSEA must:

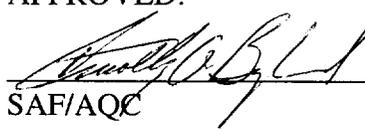
A. Participate in up-front source selection planning, and participate throughout the source selection process.

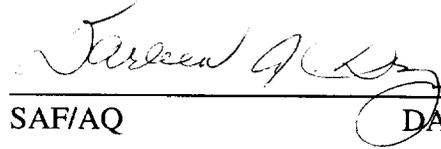
- B. Provide appropriate guidance during Acquisition Strategy Planning.
- C. Assist in developing appropriate factors and subfactors, and Section L and Section M language for the RFP.
- D. Assist in developing the Source Selection Plan.
- E. Assist through advising in the evaluation process, or when appropriate to the SSEA's expertise, directly evaluate proposals on specific source selections where the SSEA is identified as a member of the SSET, PRAG, SSAC, or is the SSA.
- F. Review and coordinate on all source selection documentation, including the Source Selection Plan (SSP), Sections L and M of the RFP, briefing charts, the Source Selection Decision Document (SSDD), and the Proposal Analysis Report (PAR), and briefing charts. Also should review all documents to be released to the offeror during debriefing.
- G. Seek appropriate advice and counsel from senior management, legal counsel, or higher headquarters regarding specific issues pertaining to a particular source selection.
- H. Provide training to the evaluation team, or ensure that such training is provided in advance of conducting the source selection and throughout the process as required.
- I. Attend source selection meetings and briefings to the SSA. This includes Agency level source selections for which SAF/AQ is the SSA.
- J. Provide updates to management within the organization and to SAF/AQCP regarding status of source selection activity as required. For AFMC, this may be done in association with the Center Acquisition Support Team (AST), and accomplished through any suitable means already established by the AST. Data may also be obtained through other methods, such as a survey completed by evaluation team members at the conclusion of the source selection. Providing such information will be for the purpose of measuring the effects of the new source selection policy. Examples of information which may be obtained are: length of time to complete source selection; number of evaluators/advisors used; number of subfactors used; copies of source selection documentation redacted as necessary; number of Evaluation Notices (ENs) issued, etc.

As of 1 Feb 00

K. Sign a class Source Selection Debriefing Certificate annually not later than October 30 of each year and submit to SAF/AQCP. This will permit all SSEAs to share detailed source selection documentation, such as SSDDs, PERs, and PARs, for the purpose of achieving higher quality and greater consistency in documentation for all Air Force source selections.

APPROVED:


SAF/AQC 17 FEB 2000
DATE


SAF/AQ MAR 9 2000
DATE