

In addition to the standing ASP members, the PM upon approval of the ASP chairperson should ensure other individuals are invited to actively participate in the ASP based on their programmatic or functional expertise. For example, Center commanders or their representative may be invited to participate in ASPs for programs supported by Center resources to ensure that manpower/resource requirements are addressed. In addition to Air Force experts, representatives from the Office of the Secretary of Defense's staff should be invited for all ACAT ID programs and those ACAT IC programs with OSD participation. The ASP can be further augmented by individuals such as the DPRO/CC and DO and DR from the requiring or using Command.

The matrix at Attachment 2 designates the appropriate chairperson, standing Panel and supporting ASP Secretariat by ACAT level and individual acquisition circumstance. Delegation and tailoring of information in the matrix may occur with the approval of the designated ASP chairperson.

The ASP Secretariat for acquisitions which involve the SAE or Senior Panels is located with the Centralized Request for Proposal Support Team (CRFPST). They are located at Wright-Patterson AFB, where their office symbol is HQ AFMC/AQS. They may be reached at Commercial (513) 255-0857 (Ext 4933) or DSN 785-0857 (Ext 4933).

The duties of the ASP Secretariat (HQ AFMC/AQS) include providing administrative support to the standing SAE and Senior ASPs such as coordinating schedules and notifying standing members and other invitees of scheduled ASPs, ensuring appropriate facilities are provided and minutes are taken and distributed. The ASP Secretariat will also maintain a proposed ASP briefing format and provide an acquisition specific Executive Summary to standing ASP members prior to each Panel meeting. The Program Office will provide information for the Executive Summary to the ASP Secretariat. In addition, the ASP Secretariat will also develop and maintain a lessons learned record to assist future programs. Finally, they will work with the Center ASP Secretariats to assure Air Force ASPs are well supported and to refine the process as we work toward continuous improvement.

The OPR for this policy memo is SAF/AQCS, DSN 225-1997 or commercial (703) 695-1997.

Attachments:

- 1. Distribution**
- 2. ASP Matrix**

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ACQUISITION STRATEGY PANEL MATRIX

ACAT LEVEL	PRIOR TO ACQUISITIONS LEADING TO MAJOR MILESTONE DECISION	SIGNIFICANT PROGRAM CHANGES, AND HIGH-INTEREST ACTIONS	OTHER & FOLLOW-ON ACQUISITIONS
D	AQ Chairs SAE Panel ASP Secretariat	AQ Chairs SAE Panel ASP Secretariat	PEO/DAC Chairs Senior Panel ASP Secretariat
IC	AQ Chairs SAE Panel ASP Secretariat	AQ Chairs SAE Panel ASP Secretariat	PEODAC Chairs Senior Panel ASP Secretariat
II	PEODAC Chairs Senior Panel ASP Secretariat	PEO/DAC Chairs Center Panel Center ASP Sec	PEODAC Chairs Center Panel Center ASP Sec
III/IV	PEODAC Chairs Center Panel Center ASP Sec	PEO/DAC Chairs Center Panel Center ASP Sec	PEODAC Chairs Center Panel Center ASP Sec

NOTES:

- A. The Principal Deputy Assistant Secretary of the Air Force for Acquisition and Management will be the SAF/AQ chairperson.
- B. Any chairperson role delegated by SAF/AQ to the PEO or DAC is not redelegable.
- C. The SAE Panel will attend all ASPs chaired by SAF/AQ or delegated by SAF/AQ to the PEODAC.