SAF/AQR Program Office Technical Review Report Template

The AFMC or AFSPC Center Engineering Functional Offices will represent SAF/AQR at the following nine principal formal Program Office Technical Reviews (in accordance with AFI 63-101, paragraph 5.2.1.3) and will report their observations and recommendations to SAF/AQR, the Program Manager, and AFPEO.

> Alternative Systems Review (ASR)
> System Requirements Review (SRR)
> System Functional Review (SFR)
> Preliminary Design Review (PDR)
> Critical Design Review (CDR)
> System Verification Review (SVR)
> Functional Configuration Audit (FCA)
> Production Readiness Review (PRR)
> Physical Configuration Audit (PCA)

The personnel representing SAF/AQR at the ASR, PDR, CDR, and PRR will use the following template to report their consolidated observations and recommendations. For the other five reviews, the personnel representing SAF/AQR may use whatever format they choose to report their consolidated observations and recommendations to SAF/AQR, the Program Manager, and AFPEO.

Program Information	
Program Office	
Technical Review Type	
Review Date	
Program Office Chief Engineer	
Name of the Center Engineering Functional Office Lead for this review	
Center Lead Representative Office Symbol	
Center Lead Representative Telephone Number	
Center Lead Representative E-mail Address	
Current Top 3 Technical Risks (unless there are more than 3 High risks, in which case report on all High technical risks)	
Technical Risk 1	
Risk 1 – Program Office Determined Risk level	
Risk 1 – Evaluation of Program Office's risk assessment	
Risk 1 – Evaluation of mitigation plan for this risk	
Risk 1 – Center resources available for assistance (if requested by Program Office)	
Technical Risk 2	

Risk 2 – Program Office Determined Risk level	
Risk 2 – Evaluation of Program Office's risk assessment	
Risk 2 – Evaluation of mitigation plan for this risk	
Risk 2 – Center resources available for assistance (if requested by Program Office)	
Technical Risk 3	
Risk 3 – Program Office Determined Risk level	
Risk 3 – Evaluation of Program Office's risk assessment	
Risk 3 – Evaluation of mitigation plan for this risk	
Risk 3 – Center resources available for assistance (if requested by Program Office)	
Current Top 3 Technical Issues	
Technical Issue 1	
Issue 1 – Assessment of mitigation plan	
Issue 1 – Center resources available for assistance (if requested by Program Office)	
Technical Issue 2	
Issue 2 – Assessment of mitigation plan	
Issue 2 – Center resources available for assistance (if requested by Program Office)	
Technical Issue 3	
Issue 3 – Assessment of mitigation plan	
Issue 3 – Center resources available for assistance (if requested by Program Office)	
Prior Technical Review Top 3 Technical Risks	
Technical Risk 1	
Risk 1 – Status if different from current risk level	
Risk 1 – Assessment of change in status	
Technical Risk 2	
Risk 2 – Status if different from current risk level	

Risk 2 – Assessment of change in status	
Technical Risk 3	
Risk 3 – Status if different from current risk level	
Risk 3 – Assessment of change in status	
Prior Technical Review Top 3 Technical Issues	
Technical Issue 1	
Issue 1 – Status if different from current issue	
Issue 1 – Assessment of change in status	
Technical Issue 2	
Issue 2 – Status if different from current issue	
Issue 2 – Assessment of change in status	
Technical Issue 3	
Issue 3 – Status if different from current issue	
Issue 3 – Assessment of change in status	
OSD Technical Management Emphasis Areas (AQR will identify the OSD emphasis areas annually)	
Area 1	
Area 1 – Addressed in review (Yes or No); if addressed, what were technical risks and issues of this area	
Area 1 – Change in status from prior technical review	
Area 1 – Assessment of overall program (government and contractor) technical management of this area	
Area 2	
Area 2 – Addressed in review; (Yes or No); if addressed, what were technical risks and issues of this area	
Area 2 – Change in status from prior technical review	
Area 2 – Assessment of overall program (government and contractor) technical management of this area	
Duplicate Fields for	

Additional Areas	
Status Current ESOH High Risks (DoDI 5000.02 Requirement)	
ESOH Risk 1 Title	
ESOH Risk 1 – Initial risk level	
ESOH Risk 1 – Current risk level	High
ESOH Risk 1 – Target risk level	
ESOH Risk 1 – Assessment of risk assessments and the mitigation plan	
ESOH Risk 1 – Risk acceptance status (User concurrence and SAF/AQ Acceptance)	
ESOH Risk 2 Title	
ESOH Risk 2 – Initial risk level	
ESOH Risk 2 – Current risk level	High
ESOH Risk 2 – Target risk level	
ESOH Risk 2 – Assessment of risk assessments & the mitigation plan	
ESOH Risk 2 – Risk acceptance status (User concurrence and SAF/AQ Acceptance)	
Duplicate Fields for Additional ESOH Risks	
General Observations/Recommendations	
Relevant Documents (list attached documents, if any, and provide as required to complete this report)	