

NASA Advisory Implementing Instructions:

Decision Framing Meeting (DFM) and Pre-Acquisition Strategy Meeting (Pre-ASM) Guide

Chg #	Approver(s)	Date Approved	Description/Comments
5	AA, CAO	1/14/25	Updated to: (1) Incorporate timing and requirements related to Pre-Formulation Approval, and defer to NPR 7120.5 / NID 7120.148 for the sequence of documents and milestones (simplified graphic removed from 1.4), (2) Simplify references to Agency Council procedures and outcome/decision documentation, both of which are now codified as policy in NPD 1152.1, (3) Added appendices 1-4 for clarity and user convenience; no changes to policy (key definitions, summary of meeting types, meeting determination process, DFM template).
4	AA's Senior Advisor / Technical	4/4/2023	Updated to: (1) Introduce Decision Framing Meetings as an alternative to most Pre-ASMs and provide guidance, (2) Limit formal Pre-ASMs to certain multi-element or multi-phase complex acquisitions, and derive guidance from NAAI 1000.2, (3) Provide guidance on acquisition meeting attendance, management, sensitivity controls and documentation for compliance with NPR 2810.7 and for appropriate protection of acquisition-sensitive materials, (4) Clarify meeting timing and the discretionary authority of Convening Authorities.
3	AA's Senior Advisor / Technical	11/6/2020	Updated to: (1) Reconcile pre-ASM and ASM procedures with these meetings now being held in the Acquisition Strategy Council. (2) Include alignment to Center Roles as part of supporting justification. (3) Provide additional guidance on supporting

			justification for partnerships and supplier capability to perform work.
2	AA's Senior Advisor / Technical	4/23/2018	NAII 1000.1 issued, replaces initial Pre-ASM Guide NID
1	AA's Senior Advisor / Technical	5/19/2015	Initial Pre-ASM Guide issued as a NID to further implement the EC decision of 15 May 2012 to align Acquisition Strategy Planning and Acquisition Strategy Meetings to the NASA Organizational structure.

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1 Introduction and Definitions.

- 1.1 **Key Definitions.** Appendix A includes definitions of key concepts used in this NAII.
- 1.2 **Changes from Previous Guidance.** NASA has significantly updated and standardized its guidance for the conduct of Acquisition Strategy Meetings (ASMs)¹, per NAII 1000.2. Activities previously conducted at Pre-ASMs, such as providing a robust and rigorous Analysis of Alternatives, are now included as requirements for ASMs. This NAII still addresses guidance for meetings antecedent to an ASM, when they are needed. These are now split into guidance for Decision Framing Meetings (most cases), and Pre-ASMs (now limited to complex, multi-part or multi-phase acquisitions).
- 1.3 **Decision Framing Meetings.** Decision Framing Meetings are convened within NASA Governance Councils to align leadership on decision criteria, timelines, and expected outcomes for future decisions. Guidance on the application of Decision Framing Meetings to the acquisition decision process is included in Section 2.0 below. These meetings may be used by any ASM Convening Authority. The rigor of briefing standards in Decision Framing Meetings is relaxed. In addition to refining the authorities, timeline, and any unique decision criteria for an ASM, these meetings are intended to engender discussion around key questions for stakeholders to consider and to prepare for a fully informed ASM.
- 1.4 **Pre-ASMs.** Formal Pre-ASMs are now reserved for complex or multi-part acquisitions, such as those involving an integrated observatory, campaign, or other coupled program with multiple mission elements; details are provided in Section 3.0 below. Pre-ASMs are also appropriate for multi-phase acquisitions, such as an extended contracted study/demonstration phase prior to acquisition of final elements or operational services. The differences between Decision Framing Meetings, Pre-ASMs, and ASMs are summarized in Appendix B.
- 1.5 **Timing.** NPR 7120.5F (NID 7120.48) Figure 2-5 shows pre-formulation milestones within the overall lifecycle of NASA projects.² Of particular note for Decision Framing or Pre-ASM meetings are: (1) A Pre-Formulation Approval Letter is required before a Decision Framing Meeting or Pre-ASM, and should be included as background material for the meeting, and (2) initial RFIs, if used, should typically precede a DFM (note, this does not preclude further RFIs before the ASM). Specific timing of Decision Framing or Pre-ASM meetings is determined by the specific circumstances of an acquisition. For ASC-level meetings, timing is typically negotiated as an outcome of the annual Acquisition Forecast conducted by the ASC Executive. ASM requirements are substantial; Mission Directorates should plan a minimum of 3 months between an antecedent meeting and ASM, although more may be required based on actions issued at the antecedent meeting; some Decision Framing Meetings may need to occur up to 12-24 months prior to an ASM.
- 1.6 **Convening Authority.** The Convening Authority of Decision Framing Meetings and Pre-ASMs follow the thresholds outlined in NAII 1000.2. Per NPD 1000.5 and NAII 1000.2, acquisitions which potentially meet one or more of these thresholds must be brought to the attention of the NASA AA, who may choose, without additional documentation, to convene

¹ Definitions for acronyms used in this document may be found in the OES-managed [NASA Acronym List](#).

an Acquisition Strategy Council meeting, decline to convene a meeting, or delegate further to a Mission Directorate.

- 1.7 **Discretionary Conduct of Meetings.** Decision Framing Meetings and Pre-ASMs are discretionary and not mandatory under NPD 1000.5, similar to ASMs. If documentation of a decision not to conduct a meeting is desired, either to inform the lifecycle record of an acquisition or to record a dissenting opinion by advisors, it may be negotiated with and provided by an agent of the Convening Authority, such as the ASC Executive.³
- 1.8 **Determining whether a Decision Framing Meeting or Pre-ASM is needed.** Based on criteria in Sections 2 and 3, Appendix C illustrates the process for determining, with the appropriate Convening Authority, whether either of these meetings is needed.

³ Since Decision Framing Meetings, Pre-ASMs and ASMs are not requirements, they likewise are not formally waived, and hence a requirement does not exist for the Convening Authority to document or sign a decision not to conduct a meeting. In this document, “waived” is used to denote the plain language interpretation of a convening authority’s decision not to conduct a meeting.

2 Decision Framing Meeting Guidance.

2.1 Requesting a Decision Framing Meeting. For ASC level meetings:

- Consult Appendix C for the overall flow of meeting evaluation.
- Contact your Mission Directorate’s senior acquisition planning Point of Contact; this is typically a Deputy AA for Programs or Deputy AA for Management.
- Contact the ASC Executive no less than 10 weeks prior to the anticipated need date; earlier if the anticipated need was not submitted as part of your Directorate’s Annual Acquisition Forecast data call. The ASC Executive will schedule a kickoff meeting to assess ASC thresholds, schedule requirements, and propose a draft storyboard per section 2.4 below.
- Once the Directorate and OES are in agreement on approach, OES will propose to the ASC Chair following Council procedures in NPR 1152.1. Per this process, all topics proposal must be approved by the Chair before committing to a calendar date or issuing invites. This confirmation step must be completed NLT 7 weeks before the planned date.

2.2 Triggers for Use. Decision Framing Meetings typically have a specific trigger or issue which should be clearly understood by all participants, often an issue where lack of agreement on basic assumptions or expectations, or insufficient data, is creating impediments to proceeding. Examples within the domain of acquisition strategy include, but are not limited to:

- Perceived schedule pressure from stakeholders which requires leadership agreement on critical issues, timetables, and on what additional information is needed to ultimately approve an acquisition strategy.
- Policy issues for international partnerships, such as changes in commitment or urgency.
- Outcomes of previous phases of acquisitions, or changes in requirements, approach or scope, which require consideration of the end-to-end acquisition plan.
- Uncertainty around how to proceed in a given budget environment.

2.3 Outcomes. Decision Framing Meetings are non-decisional. Outcomes (initial consensus or agreement, redirection, actions, delegation or “waiver” of subsequent steps, etc.) should be documented per Section 4.0 below under signature of the Convening Authority. Examples of outcomes may include, but are not limited to:

- Agreement on driving requirements, including their prioritization. Participants should leave a Decision Framing meeting with a clear and direct understanding of the major factors driving an acquisition; and understanding of how they will influence the Analysis of Alternatives presented at the subsequent ASM. Participants should leave with a clear and common understanding of, and agreement on, basic assumptions.
- Agreement that an activity in formulation is ready to move into an acquisition phase, including, but not limited to: (1) agreement that requirements are sufficiently mature or that plans are in place to sufficiently definitize them by the ASM and PSM, (2) cost

assumptions or estimates are realistic enough to begin planning and plans are in place to mature them and provide independent estimates by the ASM.

- Agreement on the information needed to decide an ASM (e.g., industry data, architecture or requirements studies and trades, independent cost or schedule estimates, Center roles and capacity, partnership maturity), and on any additional decision criteria beyond those prescribed in NAII 1000.2.
- Agreement on the timeline for acquisition decisions, in light of budget realism, and balanced with stakeholder commitments.
- Documentation of direction by the Convening Authority to refine the trade space to be considered at an ASM.
- (Optional) Documentation of agreement to delegate ASM convening authority or not to conduct an ASM.
- Actions as needed to implement any of the above.

2.4 **Briefing Format and Approach.** Adopt a structured briefing approach, focusing on 3-4 key questions critical to resolving open issues. These should be identified through discussion with the ASM Convening Authority or their senior representative, and the briefing clearly segmented and designed to resolve these questions in the meeting. For Decision Framing Meetings held in the ASC, the ASC Executive negotiates these questions and the related briefing storyboard and documents in briefing guidance instructions for the recommending organization. A standard template for the briefing format is available on [OneNASA and is shown in Appendix D](#); it must be used for the ASC and is strongly encouraged for Mission Directorate Convening Authorities to require.

2.5 **Attendance.** Meetings should include key stakeholders in subsequent ASMs. Unlike Pre-ASMs (see below), inclusion of Center Director(s) with key stakes in the acquisition is encouraged to ensure alignment of all parties on the forward path. Given the sensitivities around the most common triggers which require Decision Framing Meetings, the overall attendance footprint should be much smaller than for ASMs, and support staff limited to a very small number needed to actively participate in the discussion.

3 Pre-ASM Guidance.

- 3.1 **Requesting a Pre-ASM.** Follow procedures per section 2.1, above.
- 3.2 **Basis for Use.** Formal Pre-ASMs are reserved for special cases involving complex, multi-part or multi-phase acquisition strategies. The intent of a Pre-ASM is to ensure NASA proceeds with a holistic view of NASA's lifecycle acquisition approach, whether on the integrated impact of NASA and supplier roles, on long term cost effectiveness and budget sufficiency, on Center roles and workforce, or other issues.
- 3.3 **Triggers for Use: Multi-Element Acquisitions.** Pre-ASMs should not be needed for acquisition strategies for single missions which may involve multiple systems (e.g., a bus, instruments, launch vehicles). Some NASA programmatic efforts, however, involve the acquisition and integration of multiple mission elements, either tightly or loosely coupled, to achieve a NASA goal; Convening Authorities may request Pre-ASMs in these cases. Concrete examples of current NASA efforts and programs which would fall into this category include:
 - The Artemis campaign.
 - The Mars Sample Return campaign.
 - The Earth Systems Observatory suite of missions.
- 3.4 **Triggers for Use: Multi-Phase Acquisitions.** Convening Authorities may request Pre-ASMs for acquisitions whose life cycle objectives may involve multiple acquisitions or procurement strategies over time to meet the final objective *and* when the recommending Mission Directorate proposes to waive an ASM for subsequent phases (i.e., a single ASM authorizes both initial and subsequent phases). The intent is again to ensure a holistic view of the overarching acquisition objective. For example:
 - An acquisition strategy whose final result is to acquire services, but whose development/production/service phases may involve different acquisition or procurement approaches.
 - An acquisition strategy involving an initial study/demonstration phase and subsequent full acquisition phase for operational products or services.
- 3.5 **Outcomes.** Pre-ASMs may be informational or decisional. Decisions should be recorded when one or more of the items below (or others) require dispositive documentation to proceed:
 - Authorization by the Chair to move into formal acquisition planning.
 - Definition of the trade space of acquisition options to be considered in subsequent ASMs, including any options requested by the Convening Authority or agreement to remove options from the trade space.
 - Authorization to continue international partner negotiations, whose formal approval will occur at the ASMs.
 - (Optional) Documentation of agreement to delegate convening authority for, or not to conduct, one or more subsequent ASMs.

3.6 **Briefing Format and Approach.** Requirements for Pre-ASMs are more structured than for Decision Framing Meetings and follow the same basic template as for ASMs (NAII 1000.2), with modification to address more holistic or integrated aspects of the overall effort (i.e., address NAII 1000.2 at the integrated campaign/observatory/program level, addressing element level details only when they involve critical constraints or issues). Specific modification of NAII 1000.2 requirements should address:

- **Assumptions/Requirements/Maturity:** The trades, outcomes, key constraints, and drivers resulting from prior architecture or other studies should be clearly communicated. Plans for further analysis, and the timing of their results relative to further acquisition steps, should be shared. Outcomes of RFIs or other supplier assessments should be shared.
- **Acquisition Strategy Drivers and Analysis:** The prioritization of overall drivers and constraints for the effort should be clearly communicated (i.e., is the effort fundamentally constrained or bounded by cost, schedule, performance, policy or other factors). Acquisition strategy options should span a diverse trade space; point solutions should not be presented at a Pre-ASM. The role of NASA vs suppliers in each option, and in lifecycle phases of requirements development, design, development, test and evaluation, and operations should be made clear.
- **Acquisition Strategy Risk and Executability:** Emphasis should be placed on the integrated and phased budget requirements, which should be presented within the context of the budget account's overall and/or competing commitments over the lifecycle. An assessment should be made of execution following in-guide / recently appropriated funding profiles, vs assumptions of over-guides / additional appropriations, and strategies to address funding below desired levels, or desired phasing, should be discussed. The anticipated management structure should be presented with emphasis on how the portfolio of acquisitions supporting the effort will be managed and integrated. Options for Center roles in supporting the effort should be presented in an integrated format, and any initial capacity concerns discussed. Plans for independent assessment of cost, schedule, and/or overall executability prior to ASMs should be presented.

3.7 **Attendance.** Meetings should include key stakeholders in subsequent ASMs. To enable open discussion of options between the program/Mission Directorate and Convening Authority, Center Directors are not invited to Pre-ASMs. The overall attendance footprint should be smaller than for ASMs, and support staff limited to a small number needed to actively participate in the discussion.

4 Handling of Materials and Meetings; Documentation and Dissemination of Outcomes.

4.1 **Sensitive Materials Controls.** The Decision Framing Meeting Template and ASM Template include the required format for CUI controls.

- Materials must be marked CUI Specified, with a minimum of SP-PROCURE and SP-SSEL category markings applied.
- CUI markings must be in a single line on the header of each slide, and markings on each slide should reflect all CUI content in the entire presentation.⁴
- “Pre-Decisional” must be applied on a second header line to reinforce an Agency position that acquisition strategy materials are exempt from FOIA.
- Additional CUI Limited Materials Dissemination Control (LMDC) markings may not be applied to ASC materials.
- For Decision Framing Meetings or Pre-ASMs in which a Mission Directorate AA is the Convening Authority, and the Mission Directorate is both the author and recipient/relayer of the information, LMDCs may be allowed but materials controlled in an appropriate manner.
- Other markings inconsistent with the CUI standards (e.g., “For NASA internal use only”, “Not for redistribution”, etc.) must not be included in slide headers. Briefers may include such markings in slide footers only, but they have no binding effect and are discouraged.
- The following format is compliant for slide headers, adding additional category markings (e.g., SP-BUDGET, SP-EXPT, SP-PROPIN) when needed:

CUI // SP-PROCURE / SP-SSEL
Pre-Decisional

4.2 **Meeting Management.** Lists of potentially interested parties, to the extent known, should be presented prior to engaging in any discussion and invitees given the opportunity to recuse themselves in the event of potential conflicts of interest. Given that Decision Framing Meeting and Pre-ASM materials will be marked CUI Specified, participation in online meetings must be actively monitored per NPD 2810.7, 2.13.4.a. Additional NASA requirements for online meetings containing CUI [as documented by OCIO](#) must be followed.

4.3 **Documentation and Dissemination of Outcomes.** Outcomes should be documented using a format similar to the Agency Council standard in NPR 1152.1, under signature of the convening authority.⁵ Documented outcomes of ASC Decision Framing Meetings or Pre-ASMs are marked at minimum CUI // SP-PROCURE / SP-SSEL // DL ONLY, with the DL ONLY dissemination control corresponding to meeting participants and any eventual

⁴ While Federal requirements allow for internal portion markings in a document, if used they must be applied consistently to every non-CUI and CUI element in the briefing. This is untenable for Council briefings.

⁵ An editable version is available on the [OneNASA Agency Governance ASC site](#).

Contracting Officers for the activity.⁶ Other Convening Authorities may establish their own dissemination control approaches.

- 4.4 **External Release.** NPD 1000.5 establishes NASA's policy relative to release of pre-decisional acquisition related materials outside the Agency, including for audit purposes.
- 4.5 **Records Management.** For ASC decision memoranda and minutes, OES follows records retention schedule 01/014.0.B.01, "Temporary Commissions, Boards, Councils and Committees; Internal Agency Committees". Records are transferred to the National Archives when 20 years old. OES will assess decontrol of ASC materials against the relevant current contract status when dispositioning these records. Only OES-authored final documents are transferred, i.e., minutes and decisions. Recommending organizations are responsible for records management of all other related documents such as briefing materials, etc.

⁶ Additional access can be cleared by the Office of the Administrator on a need-to-know basis. Contact the ASC Executive to request approval and arrange for access.

APPENDIX A: Key Definitions

ASC. The NASA Acquisition Strategy Council, one of three Agency Governance Councils chartered under the NASA Executive Council. It is chaired by the NASA Associate Administrator. The ASC is used when Convening Authority for an acquisition is retained by the NASA AA. Its charter is in NPD 1000.3 Chapter 3, and it follows policies and procedures in NPD 1152.1 and NPR 1152.1.

ASM. An (optional) formal meeting to finalize and decide acquisition strategy for a specific program or project. When the Convening Authority is the NASA AA, ASMs are held in the ASC. When the Convening Authority is a Mission Directorate AA, ASMs may be held in an appropriate forum of the MDAA's choosing, provided adequate controls are in place.

Convening Authority. The NASA Official in Charge who has authority to determine whether an ASM is required, and to subsequently convene and conduct a meeting to decide on the acquisition strategy. This may be either the NASA Associate Administrator or a Mission Directorate Associate Administrator. For institutional / mission support acquisitions, the Associate Administrator for Mission Support Directorate is the Convening Authority, unless this Convening Authority has been reserved by the NASA AA.

CUI. Controlled Unclassified Information, a Federal requirement for marking of sensitive materials per NPR 2810.7. NASA civil servants have various administrative, statutory, legal, and individual responsibilities and liabilities for proper handling and control of materials marked CUI, based on specific markings.

NPD 1000.5. NASA's overall policy for acquisition, which defines the scope of acquisition, key principles and policies, and key responsibilities of various stakeholders.

OES. The Office of the Executive Secretariat, a staff office within the Office of the Administrator reporting to the NASA Chief of Staff. OES manages Agency Governance, and the ASC Chair (Associate Administrator) is a customer served by the OES ASC Executive.

APPENDIX B: Summary of Meeting Types

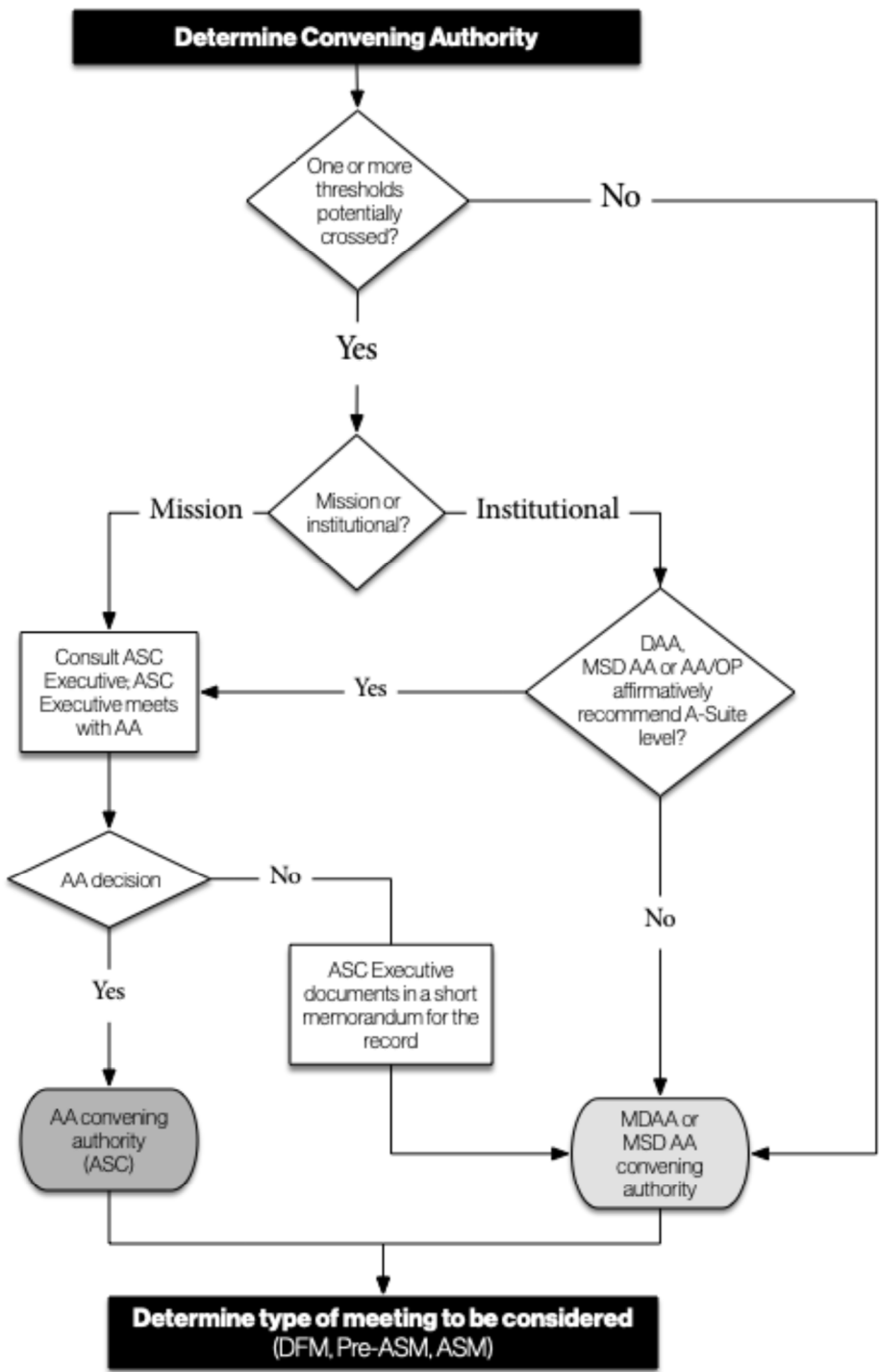
Note: All meetings are at the discretion of the Convening Authority.

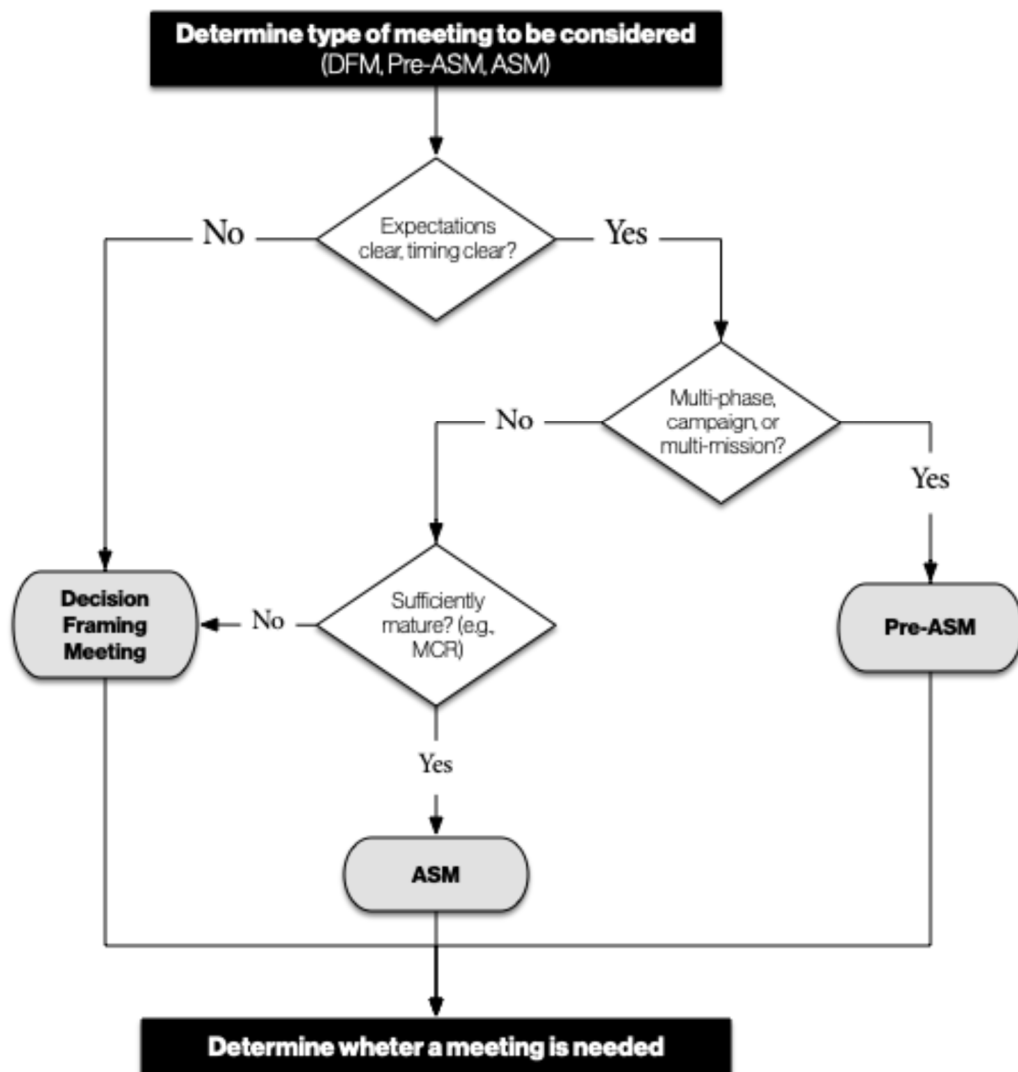
Meeting Type	Purpose	Key Outcomes	When to Use
Decision Framing Meeting (DFM)	Prepares stakeholders for a subsequent Pre-ASM or ASM by resolving critical uncertainties or conflicting objectives.	<ul style="list-style-type: none"> • Identification of constraints, risks, and trade-offs. • Agreement on success criteria and timing of ASM. • Preliminary alignment among stakeholders. • Clarification of acquisition strategy trade space. • Agreement on ASM Convening Authority. 	<ul style="list-style-type: none"> • When there are unresolved issues or uncertainties that could delay or derail an ASM. • For simple or smaller-scale acquisitions requiring early focus. • After Pre-Formulation Approval Letter, typically after RFI(s), but well before ASM need.
Pre-Acquisition Strategy Meeting (Pre-ASM)	Refines acquisition objectives, trade space, and requirements for more complex acquisitions, ensuring readiness for a formal ASM.	<ul style="list-style-type: none"> • Detailed acquisition objectives. • Defined options and trade-offs from an enterprise perspective. • Alignment of strategy with NASA priorities. • Agreement on ASM Convening Authority (or Authorities, for multi-element acquisitions). 	<ul style="list-style-type: none"> • In rare cases of complex, multi-phase, or multi-element acquisitions requiring higher-level alignment and preparation before an ASM. • After Pre-Formulation Approval Letter, well before ASM need.
Acquisition Strategy Meeting (ASM)	Formal decision-making forum for finalizing and approving the acquisition strategy for significant, high-profile acquisitions.	<ul style="list-style-type: none"> • Approved acquisition strategy. • Assignment of roles and responsibilities. • Identification of risks and mitigation measures. 	<ul style="list-style-type: none"> • For acquisitions with significant scope, cost, risk, or visibility requiring AA or MDAA governance approval. • After MCR or equivalent, but before KDP-A or equivalent.

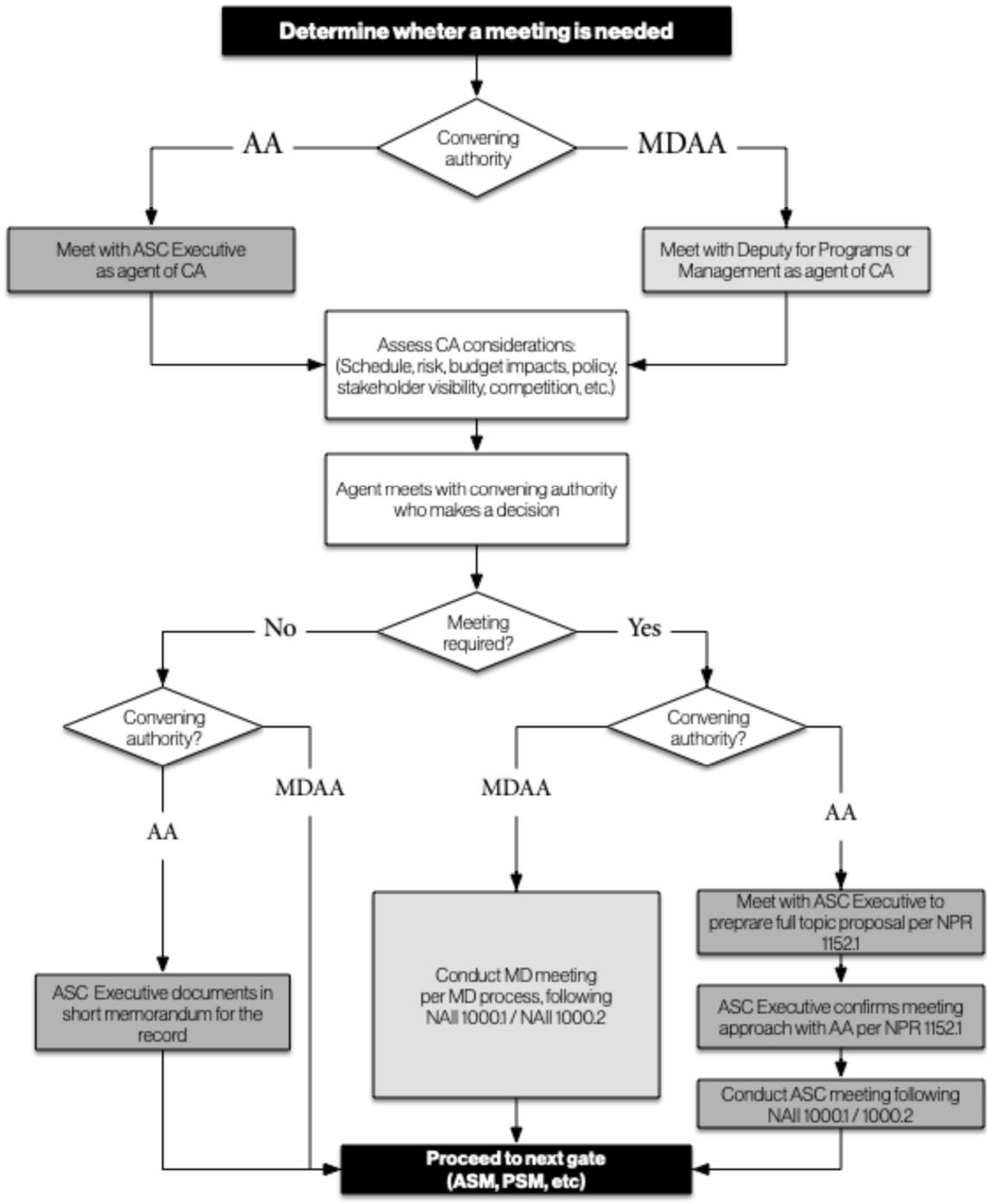
APPENDIX C: Processes for Determining Meeting Need and Type

Overall process (each step is detailed in subsequent pages):









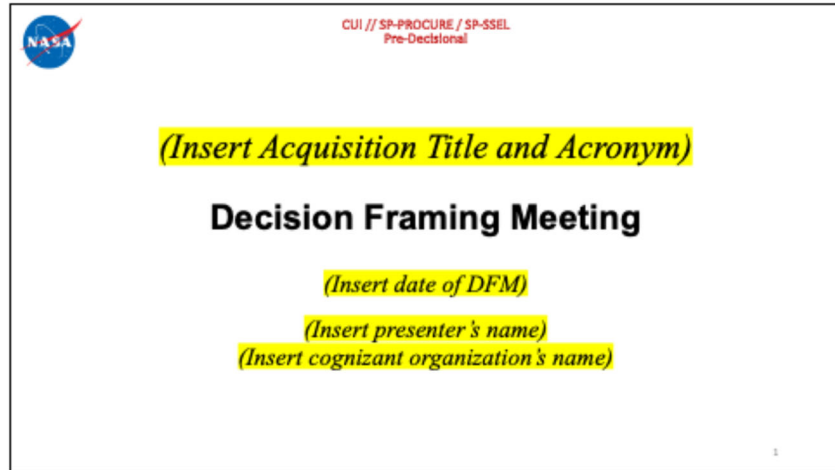
APPENDIX D: Decision Framing Briefing Template / Example

Note: A PowerPoint template is available at:

<https://nasa.sharepoint.com/sites/governingcouncils/SitePages/ASC.aspx>

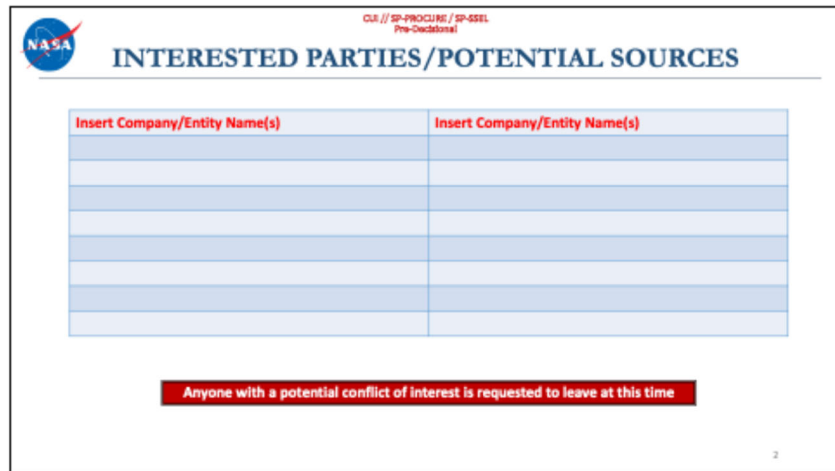
Note: This template uses notional decision framing questions. The questions for each meeting should be unique based on specific issues to be discussed and resolved.

1/2/25



Slide 1 is a PowerPoint slide with a NASA logo in the top left corner. At the top center, it reads "CUI // SP-PROCURE / SP-SSEL Pre-Decisional". Below this, there is a yellow highlighted box containing the text "(Insert Acquisition Title and Acronym)". The main title "Decision Framing Meeting" is centered in bold black font. Below the title are three more yellow highlighted boxes: "(Insert date of DFM)", "(Insert presenter's name)", and "(Insert cognizant organization's name)". A small number "1" is in the bottom right corner.


1



Slide 2 is a PowerPoint slide with a NASA logo in the top left corner. At the top center, it reads "CUI // SP-PROCURE / SP-SSEL Pre-Decisional". Below this is the title "INTERESTED PARTIES/POTENTIAL SOURCES" in bold blue font. Underneath is a table with two columns, each with a header "Insert Company/Entity Name(s)". The table has six rows. Below the table is a red box with white text that reads "Anyone with a potential conflict of interest is requested to leave at this time". A small number "2" is in the bottom right corner.

2

1


 CUA // SP-PROCURE / SP-SSSL
Pre-Decisional

AGENDA

- Opening Comments (5 min)
- Background (15-25 min / 3-5 charts)
- Decision Framing Discussion (~20 min / 4 charts per question)
 - Question 1 (see OES Guidance document) (Example: Do we agree on requirements?)
 - Question 2 (see OES Guidance document) (Example: What is needed to get to an ASMP)
 - Question 3 (see OES Guidance document) (Example: Can convening authority be delegated?)
- Forward Plan (5 min / 1 chart)
- Discussion and action review (20 min)

3


3

 CUA // SP-PROCURE / SP-SSSL
Pre-Decisional

Background

4

4


 CUJ // SP-PROJ NS / SP-SSSL
Pre-Decisional

BACKGROUND

- Sub-item 1
- Sub-item 2
- Etc

5

5

 CUJ // SP-PROJ NS / SP-SSSL
Pre-Decisional

BACKGROUND

Sub-header

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.


Avoid "wall of text", prefer 18-20 point font and never less than 14 point

Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

6

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 CUJ // SP-PROJRES / SP-SSSL
Pre-Decisional

BACKGROUND

Sub-header

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.


Avoid "wall of text", prefer 18-20 point font and never less than 14 point

Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

7

7

 CUJ // SP-PROJRES / SP-SSSL
Pre-Decisional

BACKGROUND

Sub-header

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.


Avoid "wall of text", prefer 18-20 point font and never less than 14 point

Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

8


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 CUA // SP-PROJ NS / SP-SSSL
Pre-Decisional

**Decision Framing Question:
Example: Do we agree on requirements?**

9

9

 CUA // SP-PROJ NS / SP-SSSL
Pre-Decisional


EXAMPLE: AGREEMENT ON REQUIREMENTS

- Q1 Agenda item 1
- Q1 Agenda item 2
- Q1 Agenda item 3
- Q1 Agenda item 4

10

10

CUA // SP-PROCURS / SP-SSSL
Pre-Decisional



EXAMPLE: AGREEMENT ON REQUIREMENTS Q1 Agenda Item 1

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.

Avoid "wall of text", prefer 18-20 point font and never less than 14 point


Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

11

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CUA // SP-PROCURS / SP-SSSL
Pre-Decisional



EXAMPLE: AGREEMENT ON REQUIREMENTS Q1 Agenda Item 2

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.

Avoid "wall of text", prefer 18-20 point font and never less than 14 point


Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

12

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CUA // SP-PROCURE / SP-SSSL
Pre-Decisional



EXAMPLE: AGREEMENT ON REQUIREMENTS

Q1 Agenda Item 3

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.

Avoid "wall of text", prefer 18-20 point font and never less than 14 point


Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

13

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CUA // SP-PROCURE / SP-SSSL
Pre-Decisional



EXAMPLE: AGREEMENT ON REQUIREMENTS

Q1 Agenda Item 4

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.


Avoid "wall of text", prefer 18-20 point font and never less than 14 point

Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

14

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 CU // SP-PROJ NS / SP-SEEL
Pre-Decisional

Review

Example: Do we agree on requirements?

15


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 CU // SP-PROJ NS / SP-SEEL
Pre-Decisional

**Decision Framing Question:
Example: What is needed to get to an ASM?**

16

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 CUA // SP-PROCURE / SP-SSSL
Pre-Decisional

EXAMPLE: PATH TO AN ASM

- Q2 Agenda item 1
- Q2 Agenda item 2
- Q2 Agenda item 3
- Q2 Agenda item 4

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 CUA // SP-PROCURE / SP-SSSL
Pre-Decisional

EXAMPLE: PATH TO AN ASM

Q2 Agenda Item 1

INSTRUCTIONS TO BRIEFER:

Replace with specific information requested as background in the briefing Guidance.


Avoid "wall of text", prefer 18-20 point font and never less than 14 point

Focus slides on one *concept* per slide, use sub-headers above to differentiate.

Insert technical graphic insets as needed.

18

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CUA // SP-PROCURE / SP-ASSEL
Pre-Decisional

EXAMPLE: PATH TO AN ASM


Q2 Agenda Item 4

INSTRUCTIONS TO BRIEFER:

- Replace with specific information requested as background in the briefing Guidance.
- Avoid "wall of text", prefer 18-20 point font and never less than 14 point
- Focus slides on one *concept* per slide, use sub-headers above to differentiate.
- Insert technical graphic insets as needed.

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CUA // SP-PROCURE / SP-ASSEL
Pre-Decisional

Review

What is needed to get to an ASM?

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CUA // SP-PROCURS / SP-SSSL
Pre-Decisional

Decision Framing Questions: Who should have Convening/Decision Authority?

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CUA // SP-PROCURS / SP-SSSL
Pre-Decisional

RECOMMENDED DELEGATION TO [XXX]

ASC Threshold Criteria * Select from NAI 1000.2	How [XXX] will address
High external stakeholder visibility	
Cross-Center coordination	
Life Cycle Cost > \$1B	

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CUJ // SP-PROJ NS / SP-SSSL
Pre-Decisional

Forward Plan Review

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CUJ // SP-PROJ NS / SP-SSSL
Pre-Decisional

FORWARD PLAN

INSTRUCTIONS TO BRIEFER:

- Summarize forward plan for agreement (limit level of detail; key milestones only)
- Summarize forward plan for mission definition / confirmation by [XXX]

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CUI // SP-PROCURE // SP-SSEL
Pre-Decisional

Closing Discussion & Action Review

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CUI // SP-PROCURE // SP-SSEL // FED ONLY

ACTION REVIEW

OES will modify this chart in real-time during the meeting with any potential actions – leave blank

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Backup materials

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