

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 10-103**

6 JULY 2012

Operations

**CAPABILITIES-BASED OPERATIONAL
REQUIREMENTS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 10-601, *Capabilities-Based Requirements Development*. It defines responsibilities for developing and obtaining approval of Initial Capabilities Documents (ICD), Capability Development Documents (CDD), Capability Production Documents (CPD), Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF), Change Recommendations (DCR) and related documents. This instruction also provides the basis for empowering AFGSC requirements professionals to lead the requirements generation process and implement the Joint Capabilities Integration and Development System (JCIDS)-directed documentation of requirements. This includes utilizing the Global Strike Command Requirements Oversight Council (GSROC) process for validation and approval of AFGSC requirements submissions for Air Force Requirements Oversight Council (AFROC) and Joint Requirements Oversight Council (JROC) approval, as required. Validation of system modifications is accomplished by a separate process outlined in AFI 63-131 AFGSC Sup 1, *Modification Program Management*. This instruction applies to Headquarters Air Force Global Strike Command (HQ AFGSC), and Nuclear Deterrence Operations (NDO) Core Function Lead Integrator (CFLIs). This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) units.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of

command. Users of this instruction must notify AFGSC/A5PP of conflicts between this instruction and other directives, instructions, or technical orders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. This instruction is an update of its predecessor publication and supersedes AFGSCI 10-103, 1 Dec 2009.

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1. Capabilities-Based Operational Requirements Process Overview. This section identifies key AFGSC processes supporting warfighter capability needs (requirements) fulfillment.

1.1. This instruction provides AFGSC and NDO CFLI guidance on development and validation of capabilities-based operational requirements within the context of Department of Defense (DoD) and AF processes. Capabilities-based requirements must be developed in unison with concept development, strategic planning, integrated program planning, and acquisition, as well as programming, budgeting and execution functions. The JCIDS, Defense Acquisition System (DAS), and Planning, Programming, Budgeting and Execution (PPBE) processes form the principal DoD decision support processes for transforming the military forces in support of the National Military Strategy and the National Defense Strategy. See Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01, *Joint Capabilities Integration and Development System* and *Manual for the Operation of the Joint*

Capabilities Integration and Development System (JCIDS Manual) for detailed information on requirements generation and disposition.

1.2. AF Capabilities-Based Planning. Within the Air Force, capabilities-based planning is described in AFI 10-604, *Capabilities-Based Planning*, and is rooted in the Air Force Concepts of Operation (CONOPS). Capability requirements relative to the Air Force CONOPS are identified and prioritized. As a result of the assessment, Headquarters Air Force (HAF) will designate a major command as the Lead Command for addressing the capability requirement. Capability requirements may be the result of a wide variety of non-exclusive conditions such as degradation of an existing system or emergence of a new threat.

1.3. Concept Development. AFGSC develops operating, functional, and enabling concepts for new capabilities in accordance with AFI 10-2801, *Air Force Concept of Operations Development* and AFGSCI 10-281, *Concept Development*. The enabling concept fulfills the requirement for a “System Level CONOPS.” The coordination and approval process for enabling concepts is further delineated in AFGSCI 10-281.

1.4. Architecture Development. CJCSI 3170.01G and CJCSI 6212.01E, *Interoperability and Supportability of Information Technology and National Security Systems*, require validation of certified architecture views as part of ICDs, CDDs and CPDs. These products are used to assess compliance for net-readiness and interoperability. All AFGSC, NDO Service Core Function (SCF), and Air Force Nuclear Command and Control System (AFNCCS) architecture products are developed in accordance with the *DoD Architecture Framework (DoDAF)* and certified using the processes identified in AFI 33-401, *Air Force Architecting*.

1.5. Defense Acquisition System and Capabilities Based Acquisitions. The DAS provides the means by which the DoD transforms documented warfighter requirements into new or improved weapon systems. Acquisition activities for the AF are conducted by the various product centers (e.g. Aeronautical Systems Center (ASC), Air Armament Center (AAC), and Nuclear Weapons Center (NWC)). For additional information regarding AFGSC acquisitions activities, reference AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, Department of Defense Directive (DoDD) 5000.1, *The Defense Acquisition System*, and Department of Defense Instruction (DoDI) 5000.2, *Operation of the Defense Acquisition System*,

1.6. Planning, Programming, Budget and Execution (PPBE) System. The PPBE system provides the mechanism by which AFGSC justifies funding to pursue materiel and non-materiel solutions to AFGSC/CC-prioritized capability requirements. Funding must be planned well in advance of program initiation and is dependent upon research and development, procurement, operations, and maintenance requirements for new or modified capabilities.

1.7. Information & Resource Support System (IRSS). An electronic staffing and repository tool residing on the Air Force SIPRNET Portal. IRSS allows Air Force requirements personnel to develop, coordinate, and track capability requirements documents (e.g., ICDs, CDDs, and CPDs). All Air Force-sponsored operational capability requirements documents and Analysis of Alternatives (AoA) results (up to SECRET) are posted in IRSS. **Note:** The AFGSC point of contact for IRSS is AFGSC/A5PP, AFGSC.A5PP@us.af.mil, AFGSC.A5PP@barskdale.af.smil.mil.

2. AFGSC Requirements Responsibilities. This section defines roles and responsibilities for organizations involved in defining, developing, documenting, approving, and managing AFGSC capabilities-based requirements.

2.1. All AFGSC Directorates:

2.1.1. Participate in the Air Force Global Strike Command Requirements Oversight Council (GSROC).

2.1.2. Support the Requirements Lead (RL) with subject matter expertise, as required, in defining, developing, documenting, approving, and managing AFGSC capabilities-based requirements.

2.1.3. Complete appropriate requirements training. See Attachment two for training requirements.

2.1.3.1. Requirements Management Certification Training (RMCT) Program. Defense Acquisition University (DAU) has implemented a training/certification program for individuals involved in the requirements generation/approval process. This training is congressionally mandated for all DoD personnel involved in operational capability requirements development, staffing, validation, and approval. Two training modules (CLR 101 and RQM 110), available on-line via the DAU web site (www.dau.mil), must be accomplished within three months of assignment.

2.1.3.2. Operational Requirements Seminar (REQ 111). REQ 111 is a targeted course for personnel who write/review operational requirements documents or work with associated AF processes supporting the JCIDS. This course complements Defense Acquisition University's CLM 041/CLR 101 and RQM 110 online Requirements Management Certification Training. However, there are no prerequisites for this course. REQ 111 is normally offered annually at Barksdale AFB by the AF Institute of Technology (AFIT). The course is also offered at various locations throughout the Air Force. Refer to the AFIT web page at <http://www.afit.edu/> for schedule information.

2.1.3.3. Advanced Concepts and Skills for Requirements Management (RQM 310). RQM 310 is a 1-week resident course held at DAU, Fort Belvoir VA. RQM 310 takes an in-depth look at the relationship between JCIDS, Defense Acquisition, and PPBE processes while examining the Requirements Manager's interactions with the Defense Acquisition System (DAS), JCIDS, and the Functional Capability Boards (FCBs). Target Attendees: Professionals, who develop, assess, prioritize, and validate warfighter requirements. Seats are limited and AFGSC/A5PP will solicit for nominees to attend this course. Successful completion of CLM 041/CLR 101 and RQM 110 are required prior to nomination.

2.1.3.4. Requirements Management Executive Overview (RQM 403) This course provides 1- to 3-star general/flag officers and equivalent members of the Senior Executive Service with an executive-level understanding of the role of the requirements manager and requirements management within the "Big A" acquisition construct. It highlights the intersection between acquisition, resources, requirements, and supporting processes. Section 801 of the National Defense Authorization Act of Fiscal Year 2007 requires the Under Secretary of Defense for Acquisition,

Technology, and Logistics to establish competency requirements and a training program to certify DoD military and civilian personnel with responsibility for generating requirements for Major Defense Acquisition Programs (MDAPs). This training meets the certification requirement for 1- to 3-star-level executives and must be accomplished within three months of assignment. Completion of CLR 101 is recommended prior to enrolling in RQM 403. Contact AFGSC/A5PP (AFGSC.A5PP@barksdale.af.mil) for enrollment assistance for this course.

2.1.3.5. Additional information on policy, classes, and certification responsibilities is located on the AF/A5RP requirements web site.

2.1.4. Comply with AFI 10-601, Operational Capability Requirements Development.

2.2. Directorate of Manpower, Personnel and Services (AFGSC/A1): Validates manpower requirements to meet weapon system platform needs and develops Manpower Estimate Reports in support of capability requirements development for new/upgraded systems. Manpower requirements will be identified in appropriate JCIDS documents.

2.3. Directorate of Intelligence, Surveillance, and Reconnaissance (AFGSC/A2):

2.3.1. Provides intelligence analysis and intelligence support to the command's capabilities-based requirements development process.

2.3.2. Ensures capability-based requirements documentation produced by AFGSC is reviewed for accurate assessment of threat, assessment for defeat, when required, and documentation of intelligence supportability.

2.3.2.1. Participates in Threat Steering Groups for System Threat Assessment Reports (STAR) and System Threat Assessment (STA) development and review.

2.3.2.2. Oversees documentation and submission of AFGSC intelligence production requirements and Statements of Intelligence Interests (SII) IAW AFI 14-201, *Intelligence Production and Applications*.

2.3.2.3. Updates threat-related text, as appropriate, in post-Milestone B iterations of AFGSC requirements documentation.

2.3.2.4. Conducts MAJCOM-level intelligence certification of programs and activities in accordance with DoD, Joint Chiefs of Staff, and HAF evaluation criteria and forwards results to AF/A2 upon request.

2.3.3. As an operating command Senior Intelligence Officer (SIO), AFGSC/A2:

2.3.3.1. Participates in Intelligence in Force Modernization (IFM) activities as outlined in AFI 14-111, *Intelligence in Force Modernization*.

2.3.3.2. Provides timely and appropriate intelligence threat support and assessments, as needed, to support MAJCOM acquisition programs and initiatives.

2.3.3.3. Uses validated or approved intelligence to prepare intelligence-related text in AFGSC produced requirements documents.

2.3.3.4. Assists the RL, oversees development, and approves submission of AFGSC requests for Intelligence Certification, as required by CJCSI 3170.01. AFGSC/A2

will subsequently forward requests to AF/A2 for AF-level validation and forwarding to the Defense Intelligence Agency for approval.

2.4. Directorate of Operations (AFGSC/A3): Responsible for operational testing of AFGSC systems to ensure the Air Force acquires and maintains operationally effective and suitable systems to meet user requirements. Also, identifies and helps resolve deficiencies per AFI 99103, *Capabilities-Based Test and Evaluation* and AFI 99-103 AFGSCSUP, *Capabilities-Based Test and Evaluation*, and AFI 63-103, *Joint Air Force National Nuclear Security Administration (AF-NNSA) Nuclear Weapons Life Cycle Management*.

2.4.1. Provides operational support to the respective WST for specific capabilities and assumes oversight responsibilities for capabilities that have transitioned from development to IOC.

2.5. Directorate of Logistics, Installation, and Mission Support (AFGSC/A4/7):

2.5.1. Establishes the secure, interoperable, supportable, sustainable, and useable (SISSU) concepts for the capability solution. Concepts are documented in the Lifecycle Sustainment Strategy and Acquisition Strategy. Also, reviews and provides comments to weapons centers for program Lifecycle Sustainment Plans.

2.5.2. Chairs Product Center reviews to ensure SISSU considerations are incorporated into the development process.

2.5.3. Responsible for the AFGSC Requirements Validation Board process. Modification requirements are documented on the AF Form 1067, *Modification Proposal*. Reference AFI 10-601, Chapter 8; AFI 63-131, and the AFGSC supplement to AFI 63-131 for additional information on the AF Form 1067 process.

2.5.4. Co-chairs HQ Requirements Validation Board, along with the associated directorate, to review and validate proposed AF Form 1067s.

2.5.5. Co-chairs HQ Configuration Review Board, along with the associated directorate, to validate proposed prioritizations, review recommended solutions, and approve and/or certify modification proposals.

2.5.6. Serves as primary planning and programming representative to AF/A7CP, AF/A7CI, AF/A7SX, AFCEE, AFCESA, AFSFC, and component NAF and installation Civil Engineer/Security Forces Squadrons.

2.5.7. Assembles consolidated nuclear security risk decision brief for AFGSC/CC correlated with capabilities needed to address nuclear security deviations.

2.6. Directorate of Plans, Programs, and Requirements (AFGSC/A5/8):

2.6.1. Chairs the Global Strike Requirements Oversight Council (GSROC). This includes AFGSC endorsement (or recommendation for endorsement, as applicable) of all AFGSC capabilities-based requirements documents before submission to the Air Force Requirements Oversight Council (AFROC) and, if required, the Joint Requirements Oversight Council (JROC).

2.6.2. Deputy Director, A5/8:

2.6.2.1. Manages the AFGSC capabilities-based requirements process.

- 2.6.2.2. Provides oversight for the development, acquisition, and fielding of new capabilities.
 - 2.6.2.3. Leads the PPBE process. Ensures the requirements and programming processes are adequately interfaced. Advocates program resourcing for validated requirements.
 - 2.6.2.4. Develops the AFGSC Strategic Recapitalization Plan, identifying prioritized capability requirements for development.
 - 2.6.2.5. Coordinates with AFGSC/A6 to ensure consistency and proper integration of architecture products across the AFGSC enterprise in accordance with DoD and AF principles.
 - 2.6.2.6. Provides guidance and AFGSC priorities for the Science & Technology (S&T) community through the S&T Guidance Document.
 - 2.6.2.7. Ensures properly trained Requirements Leads (RLs) are appointed when AFGSC is designated the lead command for a capability requirement.
 - 2.6.2.8. Coordinates AFGSC responses to Headquarters Air Force (HAF) and Joint Staff capabilities-based requirements documentation review requests.
 - 2.6.2.9. Directs and reviews Analysis of Alternatives (AoAs), conducted by AFGSC/A9A, IAW the Office of Aerospace Studies *Analysis Handbook*. Information regarding formats, timelines, and support is available in the Road to Materiel Development Decision (MDD) and AoA Handbooks on the AFMC/OAS website located at <http://www.oas.kirtland.af.mil>.
 - 2.6.2.10. Represents AFGSC, as necessary, in AF CONOPS development and the AF-level capability planning process.
 - 2.6.2.11. Ensures capability development needs affecting nuclear security risk (deviations) are presented to AFGSC/CC for development decision.
- 2.6.3. **Requirements Leads (RLs):**
- 2.6.3.1. Serve as the focal point for developing, coordinating, and gaining approval of AFGSC capabilities-based requirements documents and representing AFGSC in the requirements process throughout the lifecycle of requirements development. All documents must follow the templates posted on the AF/A5R-P portal site and contain the proper security markings.
 - 2.6.3.2. Form and lead Integrated Concept Teams (ICTs). When the capability is accepted for operational use, responsibility is turned over to the Weapon System Teams (WST) or the appropriate MAJCOM sustainment lead.
 - 2.6.3.3. Provide advocacy and supporting documentation to the AFGSC Program Element Monitor (PEM) as part of the PPBE process.
 - 2.6.3.4. If directed, serve as an AFGSC PEM for programs of record (PORs).
 - 2.6.3.5. Must be government employees.
 - 2.6.3.6. Complete RMCT IAW AFI 10-601 and paragraph 2.1.3 above.

2.6.4. **Weapon System Teams (WSTs):** WSTs have overall responsibility for AFGSC's respective weapon systems and their inherent capabilities. WSTs are typically comprised of AFGSC/A5 and AFGSC/A4/7 personnel but may draw expertise from any of the AFGSC directorates, as necessary.

2.7. **Directorate of Communications and Information (AFGSC/A6):** Serves as Chief Architect for AFGSC, NDO SCF and AF NCCS.

2.7.1. Provides oversight of architecture development and integration across NDO SCF and AF NCCS in support of capability-based requirements development.

2.7.2. Identifies strategies to implement Net-Centric tenets. This includes capturing the concepts required by the Net-Ready Key Performance Parameter components in the appropriate architecture products.

2.7.3. Appointed as System DAA for NC3 Systems, IAW 33-210, Air Force Certification and Accreditation Program.

2.7.4. Ensures IA is incorporated into program solutions.

2.7.5. Chairs AFGSC, NDO and AF NCCS Architecture Review Boards in accordance with AFI33-401, *Air Force Architecting*.

2.8. **Directorate of Financial Management and Comptroller (AFGSC/FM):** Validates AoA cost data for requirements analyses.

3. **AFGSC Requirements Development.** When AFGSC is assigned as the lead command for a capability requirement, it becomes responsible for the development and documentation of that requirement. AFGSC/DA5/8 will appoint a RL to execute this responsibility

3.1. **Integrated Concept Team (ICT).** When tasked to pursue a capability solution, the RL forms and leads an ICT to develop the requirements and associated documents for the capability solution.

3.1.1. The ICT is normally an action officer-level working group and consists of members from each interested directorate. Additionally, other stakeholders, representatives from the appropriate systems wing, the PEM, High Performance Team (HPT) members, Operational Test Agency/Organization, and members from other interested services may be included in the ICT.

3.1.2. The RL will coordinate with the requirements process manager to present the draft requirements to HAF. The process manager, will forward the associated documents to HAF and schedule a Requirements Strategy Review (RSR). Once HAF approves the requirements, they will schedule an HPT to draft the appropriate requirements document.

3.1.3. Once the HPT has drafted the appropriate requirements document, it must be submitted for coordination. All interested AFGSC organizations should have the opportunity to review the draft requirements document. Additionally, the RL will coordinate with the requirements process manager to conduct external coordination through IRSS and Knowledge Management/Decision support (KM/DS), as required.

3.2. **HQ AFGSC Requirements Oversight Council (GSROC).** The GSROC is the forum utilized by AFGSC to present requirements documents and associated briefings for command endorsement. Unless waived by the endorsing authority, all requirements documents must be

reviewed at the GSROC prior to presentation at the Air Force Requirements Oversight Council (AFROC) and Joint Requirements Oversight Council (JROC). AFGSC/A5PP is the point of contact for review of requirement documents prior to GSROC submission.

3.2.1. To ensure requirements documents are properly endorsed, a strict timeline must be followed in order to meet the AFROC. The AFROC date and associated items due dates are formally established. The AFGSC requirements process manager will request GSROC topics the first business day following the previous AFROC. AFGSC RLs must provide topics to the requestor within 2 weeks of the request and submit documents for initial review within 3 weeks of the request. To ensure Division-level endorsement of AFGSC requirements initiatives submitted for Headquarters Air Force review or approval (e.g. Requirements Strategy Review, High Performance Team briefing slides, AFROC submissions, etc.), AFGSC RLs will submit an accompanying endorsement memorandum or e-mail. The format is provided at Attachment three. The requirements process manager schedules the GSROC and ensures topics are reviewed and endorsed prior to AF/A5RP's AFROC items due date. RLs should anticipate briefing the GSROC at least one month prior to a regularly scheduled AFROC. Applicable requirements templates and suspense dates are located on AF/A5RP's Air Force Portal site: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1352150FB5E044080020E329A9>

3.2.2. The GSROC will assess the effectiveness of the capability solution related to the capability requirement. Additionally, the GSROC will consider technical feasibility and fiscal feasibility of each capability solution prior to providing command endorsement.

3.2.3. Special sessions of the GSROC will be scheduled, as necessary, to accommodate special access programs and out-of-cycle requirements documents endorsement.

3.2.4. AFGSC/A5/8 will provide MAJCOM endorsement of potential ACAT III requirements documents and recommend MAJCOM endorsement of ACAT I and II requirements documents to AFGSC/CC and AFGSC/CV, respectively. See Attachment four for sample endorsement memorandum formats.

3.2.5. AFGSC/A5PP will facilitate staffing of requirements documents to obtain MAJCOM endorsement; however, as the subject matter experts it is the responsibility of AFGSC/A5B, AFGSC/A5I, AFGSC/A5Z, as applicable, to staff the package for AFGSC CC, CV, A 5/8 signature (dependent on the Acquisition Category). AFGSC/A5PP will submit all completed documents to HAF, via IRSS, prior to the AFROC. See Attachment five for an illustration showing the document approval process.

3.3. AFGSC Initial Requirement Documents. AFGSC requirement documents that address form, fit, or function of existing capabilities, and do not require submission to the JCIDS process will be submitted to AFGSC/A5PP for review and standardization. See Attachment 6 for an outline of the AFGSC Initial Requirement Document.

3.4. Changes to Requirements. Changes affecting previously validated KPPs or mandatory KSAs must follow the coordination/approval procedures in AFI 10-601. When a change is identified, regardless of the level of requirement (KPP, KSA or attribute), the RL will coordinate the proposed capability-based requirements changes, to include funding

considerations, with all affected stakeholders. The RL will coordinate all changes to determine if they will affect the acquisition program baseline. Changes to KPPs and mandatory KSAs must be submitted for GSROC approval. Depending on the program's Acquisition Category, the change may require command-level endorsement by AFGSC/A5/8, AFGSC/CV, or AFGSC/CC and submission for AFROC approval.

3.5. Immediate Warfighter Needs. Immediate Warfighter Needs (IWN) are identified through the Joint Urgent Operational Needs (JUON) process to prevent mission failure or loss of life. When an IWN is identified for AF resolution, it is handled in accordance with AFI 63-114, *Quick Reaction Capability Process*. The goal is to provide capability to the operator within 60 days of the validated need. The Requirements Process Manager will facilitate coordination and validation of Urgent Operational Need (UON) and JUON affecting strategic operations from COCOMs. Reference AFI 10-601 for more information on UONs/JUONs.

4. Processing Requirements Documents. AF/A5R is the primary higher headquarters interface for development and approval of AFGSC, NDO SCF, and AF NCCS operational requirements through the AFROC. AF/A5RP (Requirements Policy) also provides the subject matter expertise to assist with document development. AF/A5RP's AF Portal site contains the most recent information on implementation of the capabilities-based requirements process within the Air Force. The requirements process manager will coordinate with AF/A5RP to provide facilitators and a forum for the HPT and to finalize drafts for external (AF/Joint) coordination.

JEFFRY F. SMITH, Brig Gen, USAF
Director, Plans, Programs and Requirements (A5/8)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-2801, *Air Force Concept of Operations Development*, 24 Oct 2005

AFI 10-601, *Capabilities-Based Requirements Development*, 12 Jul 2010

AFI 10-604, *Capabilities-Based Planning*, 10 May 2006

AFI 14-111, *Intelligence in Force Modernization*, 10 Jan 2005

AFI 14-201, *Intelligence Production and Applications*, 1 Dec 2002

AFI 33-401, *Air Force Architecting*, 17 May 2011

AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, 8 Apr 2009

AFI 63-131, *Modification Program Management*, 6 Nov 2009

AFI 63-131 AFGSC Sup 1, *Modification Program Management*, 10 Mar 2011

AFI 63-114, *Quick Reaction Capability Process*, 4 Jan 2011

AFI 99-103 AFGSCSUP, *Capabilities-Based Test and Evaluation*, 1 Jul 2010

AFI 99-103, *Capabilities-Based Test and Evaluation*, 26 Feb 2008

AFGSCI 10-281, *Concept Development*, 1 Dec 2009

AFMAN 33-363, *Management of Records*, 1 Mar 2008

CJCSI 3170.01G, *Joint Capabilities Integration and Development System*, 1 Mar 2009

CJCSI 6212.01E, *Interoperability and Supportability of Information Technology and National Security Systems*, 15 Dec 2008

DoDD 5000.1, *The Defense Acquisition System*, 12 May 2003

DoDI 8581.1, *Information Assurance (IA) Policy for Space Systems Used by the Department of Defense*, 8 Jun 2010

DoDI 5000.2, *Operation of the Defense Acquisition System*, 8 Dec 2008

Office of Aerospace Studies *Analysis of Alternatives [AoA] Handbook – A Practical Guide to Analysis of Alternatives*, July 2010

DoD Architecture Framework, Version 2.02, Aug 2010

Adopted Forms:

AF FORM 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

Abbreviations and Acronyms

AAC—Air Armament Center

ACAT—Acquisition Category

AF—Air Force

AFCEE—Air Force Center for Engineering and Environment

AFCESA—Air Force Civil Engineering Support Agency

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFROC—Air Force Requirements Oversight Council

AFSFC—Air Force Security Forces Center

ANG—Air National Guard

AoA—Analysis of Alternatives

ASC—Aeronautical Systems Center

CDD—Capability Development Document

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CONOPS—Concept of Operations

CPD—Capability Production Document

CRRA—Capabilities Review and Risk Assessment

DAA—Designated Approving Authority

DAS—Defense Acquisition System

DCR—DOTMLPF Change Recommendation

DoD—Department of Defense

DoDAF—DoD Architecture Framework

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DOTMLPF—Doctrine, Organization, Training, Materiel, Leadership and education, Personnel, and Facilities

FOC—Full Operational Capability

GSROC—Global Strike Requirements Oversight Council

HAF—Headquarters Air Force

HPT—High Performance Team

HQ—Headquarters

IA—Information Assurance

ICBM—Intercontinental Ballistic Missile

ICD—Initial Capabilities Document
ICT—Integrated Concept Team
IFM—Intelligence in Force Modernization
IRSS—Information and Resource Support System
IWN—Immediate Warfighter Need
JCIDS—Joint Capabilities Integration and Development System
JROC—Joint Requirements Oversight Council
JUON—Joint Urgent Operational Need
KM/DS—Knowledge Management/Decision Support
KPP—Key Performance Parameter
KSA—Key System Attribute
MAJCOM—Major Command
NWC—Nuclear Weapons Center
OPR—Office of Primary Responsibility
PEM—Program Element Monitor
POR—Program of Record
PPBE—Planning, Programming, Budgeting, and Execution
RDS—Records Disposition Schedule
RMCT—Requirements Management Certification Training
RL—Requirements Lead
RSR—Requirements Strategy Review
S&T—Science and Technology
SII—Statement of Intelligence Interests
SIO—Senior Intelligence Officer
SISSU—Secure, Interoperable, Supportable, Sustainable and Useable
STA—System Threat Assessment
STAR—System Threat Assessment Reports
UON—Urgent Operational Need
WST—Weapon System Team

Attachment 2

DAU REQUIREMENTS TRAINING

		Certification Training Levels		
CLR 101 Introduction to JCIDS	RQM 110 Core Concepts for Requirements Management	RQM 310 Advanced Concepts and Skills	RQM 403 Requirements Executive Overview Workshop	RQM 413 Senior Leader Requirements Course
4 - 6 hours	24 - 30 hours	4 ½ days	1 day	Tailored
A, B, C	B, C	C	D (1-3 Star/Civilian Equivalent)	D (4-Star/Civilian Equivalent)
Required Training Level Guidelines				
A	Contribute to the Requirements generation and capability development process in various capacities to include: JCIDS analysis, subject matter or domain expertise, document staffing and coordination and / or administrative support			
B	Significantly involved with Requirements generation and capability development in specific capacities, i.e. study leadership, planning, writing, adjudicating comments, and facilitating inter-organizational development and coordination of Requirements documents			
C	Designated by organizational leadership for advanced Requirements instruction; Primary duties involve leadership / supervisory roles in requirements generation and capability development ; Organizational representative in pertinent program management and JCIDS forums to include FCB Working Group, FCB, JCB and JROC meetings			
D	GO/FO/SES – Validate and / or approve documents; Provide senior leadership and oversight of JCIDS Analysis and Staffing: Enforce Requirements standards and accountability			



RMCT Course Descriptions

CLR 101, Introduction to JCIDS: On-line course provides an overview of the JCIDS process. The module's 5 lessons focus on terms, definitions, basic concepts, processes, and roles and responsibilities involved in implementing the JCIDS process. Mandatory instruction for position categories A, B, & C. Prerequisites: none.

RQM 110, Core Concepts for Requirements Management (CCRM): On-line course covers both the requirements manager role and requirements management within the "Big A" acquisition construct. It examines the capabilities and the process from an end-to-end perspective, highlighting the intersection among acquisition, resources, and requirements. Mandatory instruction for position categories B & C. Prerequisites: CLR 101.

RQM 310, Advanced Concepts and Skills for Requirements Managers: In-classroom one week resident course held only at the Defense Acquisition University, School of Program Managers, Fort Belvoir, VA, campus. Course takes an in-depth look into the relationship between the Joint Capabilities Integrated Development System (JCIDS), Defense Acquisition System (DAS), and Planning Programming Budgeting and Execution (PPBE). Mandatory instruction for position category C. Prerequisites: CLR 101 and RQM 110.

RQM 403, Requirements Management Executive Overview Workshop: In-classroom course providing General/Flag Officers and members of the Senior Executive Service with an executive-level understanding of the role of the requirements manager as well as requirements management within the "Big A" acquisition construct. It examines the capabilities and acquisition processes from an end-to-end perspective, highlighting the intersection between acquisition, resources, and requirements and the supporting processes. Course duration is no longer than one day. Mandatory instruction for GO/FO/SES's in Training Level D. Prerequisites: none.

RQM 413, Senior Leader Requirements Overview: Requirements overview presentation for General/Flag Officers at the 4-star level (Service Chiefs, Service Vice-Chiefs, COCOM Commanders). A tailored presentation to provide senior leaders with an executive-level understanding of the need to effectively link the requirements, acquisition, and resourcing allocation processes to meet the warfighters needs. Presentation length is tailored to meet the needs of each senior leader. Prerequisites: None

Attachment 3**DIVISION ENDORSEMENT MEMORANDUM OR E-MAIL FORMAT**

(Date)

MEMORANDUM FOR AFGSC/A5P

FROM: AFGSC/A5B (or A5I, A5Z)

SUBJECT: Division Endorsement of (name and type of requirements document)

1. I endorse the (name and type of requirements document) for submission to AFGSC/A5/8 for release to Headquarters Air Force.
2. My POC for this document is (name / office symbol / phone number).

NAME, Colonel, USAF
Chief, Bomber, ICBM or Advanced Programs
Requirements Division

Attachment 4

SAMPLE MAJCOM ENDORSEMENT MEMORANDA

ACAT I (CC) or II (CV) programs:

(Date)

MEMORANDUM FOR HQ USAF/A5R

FROM: AFGSC/CC (or CV)

245 Davis Ave E Ste 200

Barksdale AFB LA 71110

SUBJECT: Air Force Requirements Oversight Council (AFROC) Submission – (title)
ICD/CDD/CPD

1. AFGSC requests AFROC review and validation for the (title) ICD/CDD/CPD. Information and documentation to support this review has been provided directly to HQ USAF/A5RP. This memorandum serves as MAJCOM endorsement of the associated Air Force requirements document required based on the Acquisition Category level.
2. Our POC is name, org, DSN.

XXXXXX XXXXXX

Lieutenant General or Major General, USAF
Commander or Vice Commander

cc:

HQ USAF/A5RP

AFGSC/A5PP

Attachment 4

SAMPLE MAJCOM ENDORSEMENT MEMORANDA (CON'T)

ACAT III programs:

(Date)

MEMORANDUM FOR HQ USAF/A5R

FROM: AFGSC/A5/8

245 Davis Ave E Ste 243

Barksdale AFB LA 71110

SUBJECT: Air Force Requirements Oversight Council (AFROC) Submission – (title)
[ICD/CDD/CPD](#)

1. AFGSC requests AFROC review and validation for the (title) [ICD/CDD/CPD](#). Information and documentation to support this review has been provided directly to HQ USAF/A5RP. This memorandum serves as MAJCOM endorsement of the associated Air Force requirements document required based on the Acquisition Category level.
2. Our POC is [name, org, DSN](#).

XXXXX XXXXXX

Brigadier General, USAF

Director, Plans, Programs and Requirements (A5/8)

cc:

HQ USAF/A5RP

AFGSC/A5PP

Attachment 5

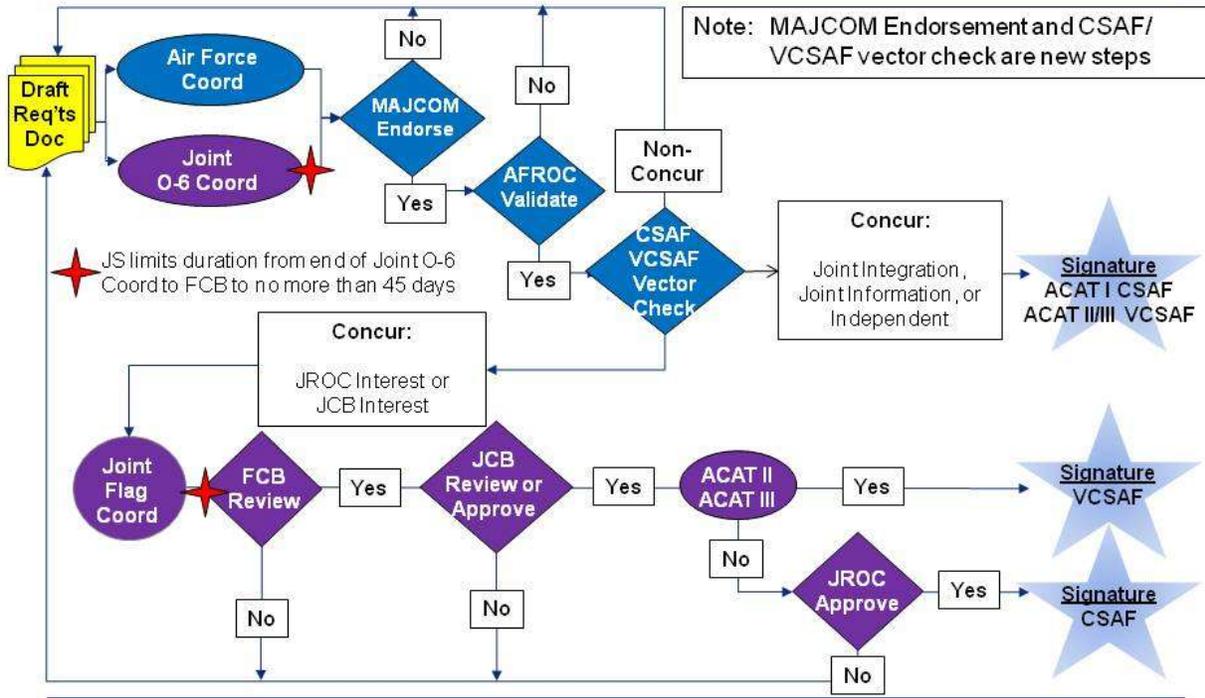
DOCUMENT APPROVAL PROCESS

UNCLASSIFIED



U.S. AIR FORCE

Document Approval Process



UNCLASSIFIED

Attachment 6**AFGSC INITIAL REQUIREMENT DOCUMENT OUTLINE**

Executive Summary

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7. Final Recommendation