

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 61-103**



16 SEPTEMBER 2024

Scientific Research and Development

**AFMC STRATEGIC STUDY CALL
PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFMC/A9A

Certified by: AFMC/A9A
(NH-04 Timothy Albrecht)

Supersedes: AFMCI61-103, 1 October 2020

Pages: 6

This Air Force Materiel Command Instruction (AFMCI) implements guidance from Department of the Air Force Policy Directive (DAFPD) 61-1, *Management of the Science and Technology Enterprise*, to provide detailed operating procedures for the Air Force Materiel Command (AFMC) Strategic Study Call Process. The operating instruction codifies the process and timeline for eliciting, prioritizing, and vetting strategic study topics from AFMC Directors and AFMC Deputy Commander to support each of the six major study organizations. This publication applies to individuals at all levels of AFMC, but does not apply to the Air National Guard (ANG), the Air Force Reserve Command (AFRC), or the United States Space Force (USSF) and their units. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to this Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This rewrite of AFMCI61-103 is in response to process improvements and reorganizations. It updates and clarifies study organization contacts and timelines for study topic calls.

1. Role of the AFMC Strategic Study Call Process.

1.1. The primary objective of the AFMC Strategic Study Call Process is to provide AFMC's highest priority strategic study requirements to major study organizations. Secondary objectives include minimizing workload, eliminating redundant study requirements, and providing feedback to study submitters on the adjudication of their submission.

1.2. Definition of Major Study Organizations:

1.2.1. Air Force Studies Board (AFSB) – The AFSB serves as a convening authority for the discussion of a wide range of strategic level topics related to defense, intelligence, national security, space, and aerospace. In collaboration with Department of the Air Force (DAF) leadership, the board develops studies related to the development and application of science and technology. The AFSB study selection and prioritization of topics are managed by Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering (SAF/AQR.)

1.2.2. Air Force Scientific Advisory Board (AFSAB) – The AFSAB is a Federal Advisory Committee that provides independent advice on matters of critical science and technology issues, challenges relevant to current and near-term DAF needs, and maintaining our “technical dominance” of air, space, and cyberspace. The AFSAB study and selection process is managed by the Secretary of the Air Force

1.2.3. RAND Project Air Force (PAF) – RAND PAF's mission is to conduct an integrated program of objective analysis on issues of enduring concern to DAF leaders by addressing far-reaching and interrelated questions. Studies and Analysis, Office of the Secretary of the Air Force (SAF/SA) manages and allocates studies to RAND.

1.2.4. Air University (AU) – AU conducts independent research, outreach, and engagement that contribute ideas for enhancing national security and assuring the continuing effectiveness of the DAF. AU solicits, manages, and provides AU researchers with topics which meet sponsor needs and aid decision-making.

1.2.5. Air Force Institute of Technology (AFIT) – AFIT educates Air Force personnel across all commands. Students at AFIT are responsible for conducting theses and capstone projects aimed at supporting the Air Force's mission.

1.2.6. AFMC Analytic Organizations – AFMC has organic capability to conduct studies and analyses. Studies and Analyses Division, Air Force Materiel Command (AFMC/A9A) and Center level analytic organizations conduct rigorous, critical, and objective analysis on wide range of topics such as acquisitions, logistics, aircraft sustainment, and test & evaluation.

2. Responsibilities.

2.1. AFMC/CD

2.1.1. Owns the AFMC strategic study call process and is the decision authority for topics submitted to RAND PAF.

2.2. AFMC Directors and AFMC Center Commanders

2.2.1. Reviews and approves their proposed prioritized study topics before submitting to AFMC/A9A.

2.2.2. AFMC Center Commanders have the opportunity to attend the CD Roundtable Meeting and raise any concerns with study topic recommendations submitted for CD approval.

2.3. AFMC/A9A

2.3.1. Collects and prioritizes AFMC proposed topics based on criteria set forth by SAF/SA.

2.3.2. Recommends AFMC study topic vectors based on board/organization criteria and secures Deputy Commander, Air Force Materiel Command (AFMC/CD) approval.

2.3.3. Ensures study topics are routed to appropriate board/organization and provides feedback to study topic Point of Contacts (POCs).

2.3.4. Maintains a master list of AFMC proposed topics for each RAND PAF cycle.

2.4. Center Chief Analysts (CCAs)

2.4.1. Collects and reviews all Center level submissions, coordinates with study topic POCs to ensure all required fields are completed by the submission deadline and ensures a due diligence literature research has been conducted to minimize duplication of effort.

2.4.2. Rank orders Center level submissions based on Center priorities and gains approval through Center leadership before submission to AFMC/A9A.

3. How the AFMC Strategic Study Call Process Works.

3.1. Each year in the early September timeframe, the Director of Strategic Plans, Programs, Requirements, and Analyses (on behalf of AFMC/CD) issues a strategic study topics data call to all Centers and Headquarter 2-letters. The purpose of the call is to collect proposed AFMC strategic study topics. The study topic requirements are submitted in accordance with a template developed by AFMC/A9A which includes, but is not limited to, the study topic title, description/abstract, and impact or benefit to the DAF.

3.2. Study topic POCs are required to conduct a due diligence literature review of previously conducted studies to inform the identification of new study requirements. They are also encouraged to indicate preferences by identifying a primary and alternate study organization.

3.3. Typically, in early December after all topics are collected, AFMC/A9A collates and prioritizes topics pertaining to each of the major study organizations. The prioritization criteria reflect guidance from SAF/SA and is aligned with senior leadership input. Proposed study topics are typically prioritized according to their importance to the DAF, analytical tractability, potential to capitalize on the attributes of Federally Funded Research and Development Centers (FFRDCs), and alignment to the National Defense Strategy (NDS) or other agency strategy and imperatives. AFMC/A9A identifies and recommends the study topics most suitable for each study organization and secures AFMC/CD approval via CD Roundtable in the January

timeframe. After receiving AFMC/CD approval, AFMC/A9A submits study topics to the designated study organizations and communicates submission status to the study topic POCs. Once topics are submitted, the decision to conduct a study and any subsequent coordination resides with the study organization and the study topic POC.

3.4. Timelines and processes for specific study organizations:

3.4.1. RAND's call for topics occurs annually with the deadline for RAND PAF study topic submissions typically due in the first or second week of February. AFMC/A9A only submits study topics approved by AFMC/CD for RAND PAF consideration. These topics are submitted to SAF/SA via their Studies Registry Program (SRP) SharePoint page (<https://usaf.dps.mil/teams/SRP-RAND/SitePages/Home.aspx>). SAF/SA works with all Major Commands (MAJCOMs) to develop an integrated priority list for the DAF. SAF/SA also facilitates prioritization deliberations for the RAND PAF Working Group and Steering Group, with the latter being chaired by Vice Chief of Staff of the United States Air Force (VCSAF).

3.4.2. The AFSAB call occurs annually, with the deadline for study topic submissions sometime between February and April. AFMC/A9A only submits study topics approved by a GO/SES sponsor for AFSAB consideration. AFSAB considers study topics from across the DAF and typically conducts 3-5 studies per year.

3.4.3. After topics are submitted to RAND PAF and AFSAB, AFMC/A9A submits designated topics to the other 4 study organizations and provides feedback to the POCs for topics not selected for vectoring, by the end of May. Study organizations will contact the study topic POC directly if their topic is selected.

3.5. AFMC/A9A maintains a master study list identifying all submitted topics and the results of their adjudication. After the Steering Group Meeting in June, an outbrief presentation is provided to the AFMC/CD to summarize where study topics were submitted and whether or not these topics were selected by study organizations.

JASON E. LINDSEY, Brig Gen, USAF
Director, Strategic Plans, Programs,
Requirements, and Analyses

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

AFI33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFPD 61-1, *Management of the Science and Technology Enterprise*, 5 February 2021

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFRC—Air Force Reserve Command

AFSAB—Air Force Scientific Advisory Board

AFSB—Air Force Studies Board

ANG—Air National Guard

AU—Air University

CCA—Center Chief Analyst

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

FFRDC—Federally Funded Research & Development Center

IAW—In Accordance With

MAJCOM—Major Command

NDS—National Defense Strategy

OPR—Office of Primary Responsibility

PAF—Project Air Force

POC—Point of Contact

SRP—Studies Registry Program

USSF—United States Space Force

VCSAF—Vice Chief of Staff of the United States Air Force

Office Symbols

AFMC/A9A—Studies and Analyses Division, Air Force Materiel Command

AFMC/CD—Deputy Commander, Air Force Materiel Command

SAF/AQR—Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering

SAF/SA—Studies and Analysis, Office of the Secretary of the Air Force