

**BY ORDER OF THE COMMANDER
AIR FORCE OPERATIONAL TEST
AND EVALUATION CENTER
(AFOTEC)**

**AIR FORCE OPERATIONAL TEST AND
EVALUATION CENTER INSTRUCTION 33-103**

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Communications and Information

**IT REQUIREMENTS DEVELOPMENT
AND PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Information Resources Management*. It applies to all unit Directorates and Detachments assigned to or attached to Headquarters Air Force Operational Test and Evaluation Center to include Operating Locations (OL). This instruction, Air Force Instruction (AFI) 33-101, *Commanders Guidance and Responsibilities*; AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*; AFI 33-107V1, *Strategic Automated Command Control System-Data Transmission Subsystem*; AFI 33-108, *Compatibility, Interoperability and Integration of C4 Systems*; AFI 33-112, *Information Technology Hardware Asset Management*; AFI 33-114, *Software Management*; AFI 33-115V1, *Network Operations*; AFI 33-116, *Long-Haul Telecommunications Management*; AFI 33-118, *Electromagnetic Spectrum Management*; and AFI 33-134, *Mobile Satellite Services Management* addresses requirements for new Communications and Information Systems, or modifications to existing systems with an expected cost of less than or equal to \$15 million. The AFOTECI 33-103 provides organizational policies & procedures, supplements the AFOTEC Information Technology Strategic Plan (ITSP), and directs activities of the AFOTEC Information Technology Requirements Board (ITRB). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, Recommendation for Change of Publication.

1. Requirements. Requirements arise from a deficiency in an existing operational capability, a need for a new capability, or an opportunity to replace or modernize an existing system with improved technology when operationally and economically practical. Solutions to these requirements must be compatible with DoD, Joint Service, Air Force, MAJCOM and base Information Technology (IT) systems architecture, templates, blueprints and plans. Specific solutions must also align with AF Enterprise IT standards, or meet exception requirements. Current and future AFOTEC capabilities are planned and defined in the AFOTEC Information Technology Strategic Plan (ITSP).

2. Requirements Governance. The AFOTEC requirements governance process is established through the Information Technology Requirements Board (ITRB), Information Technology Working Group (ITWG), implemented as governed by the ITSP and managed cradle-to-grave through the Lifecycle Replacement Plan (LCRP).

2.1. Information Technology Requirements Board (ITRB): AFOTEC's quarterly forum to review and discuss IT requirements with representation from the Directorates and Detachments. The ITRB manages changes, additions and deletions to AFOTEC communications and information technology systems, including new requirements for commercial off-the-shelf (COTS) and government off-the-shelf (GOTS) software, hardware, or telecommunications services as well as requests for modification of standard AFOTEC configurations. ITRB governance extends to both networked and stand-alone systems. The ITRB, in close coordination with the ITWG, ensures participative organizational planning, sharing of IT resources and exploiting of related synergies when feasible and cost effective. Both forums are used as catalysts to promote a centralized and proactive, headquarters-wide focus to address pertinent IT issues and concerns. The board provides all Directorates/Detachments the opportunity to review all requirements submitted to A6 for processing.

2.1.1. IT requirements categories:

2.1.1.1. Software

2.1.1.2. Hardware

2.1.1.3. Commercial/long-haul circuits

2.1.1.4. Personal wireless communications systems

2.1.1.5. Video telecommunications (VTC)

2.1.1.6. Other

2.1.2. ITRB membership: Detachment Commanders, Directors and the Director of Staff will designate primary and alternate representatives for the ITRB. All Directorate/Detachment representatives will participate in each ITRB meeting to ensure AFOTEC-wide visibility of IT requirements.

2.1.3. Subject-matter experts (SME): The following AFOTEC SMEs will participate to provide technical assistance and guidance during requirements review:

2.1.3.1. Special Access Programs IT Team (A3Z)

2.1.3.2. Client Systems Support Team (A6O)

2.1.3.3. Mission Applications Team (A6M)

2.1.3.4. Cyber Security Team (A6O)

2.1.3.5. Knowledge Operations Management (KOM) Team (A6M)

2.1.3.6. Asset Management Team (A6M)

2.1.3.7. Collateral and SAP Security Team (CVI)

2.1.3.8. Special Security Officer (SSO)/Deputy (A2/9N)

2.2. Information Technology Working Group (ITWG): AFOTEC's A6 forum that meets weekly as needed to filter requirements for ITRB process consideration. The ITWG is attended by key A6 representatives as determined by the Mission Support Division Chief (A6M). The ITWG will determine whether requirements align with SAF/CIO IT Enterprise guidance and whether a certification and accreditation (C&A) package will be required based on the recommendations of the Operations Division (A6O).

2.3. Information Technology Strategic Plan (ITSP): The ITSP shapes current and future AFOTEC IT processes and capabilities by planning and defining IT requirements. It identifies priorities as it relates to supporting the AFOTEC Mission with IT. The ITSP is implemented through the ITRB process and will be reviewed annually and updated as determined by the AFOTEC/A6.

2.4. Lifecycle Replacement Plan (LCRP): The LCRP implements the lifecycle management plan (LCMP, IAW AFI 33-112) and identifies IT resources that have reached projected life expectancy and are replaced in a systematic coordinated way to assure modern, updated and current IT resources are available to the AFOTEC customer base. The LCRP provides the systematic replacement schedule and minimizes budget and operational risks that can arise from inadequate planning. The LCRP is a living document and will be updated as determined by the AFOTEC/A6. The LCRP replacement guidelines will be annotated in the ITSP.

3. Requirements Processing Procedures. The requester identifies IT requirements using the electronic Communication Systems Requirement Document (eCSR), accessible on the AFOTEC IT Requirements and ITRB website at <https://afotec.eis.af.mil/com/it-requirements/default.aspx>. The eCSR facilitates the allocation of resources to satisfy AFOTEC IT requirements. Anyone within AFOTEC can submit an IT requirement, but it *must* be

approved by their respective Director, Deputy, or Detachment Commander. Operating Locations (OL) will submit their eCSRDS through the appropriate Detachment or Headquarters sponsor. Forward requirements to the AFOTEC IT Requirements organizational email account (afotec.requirements@kirtland.af.mil) for a technical solution, broad-gauge costing and subsequent implementation.

3.1. Once an IT requirement is submitted to A6, the requirements manager will:

3.1.1. Review the eCSRDS for completeness and accuracy of information. If information is missing or incomplete, the requirements manager will contact the requester for the needed information.

3.1.2. Assign a control number for tracking purposes.

3.1.3. Coordinate with the customer.

3.1.4. Staff to appropriate SME to obtain an initial technical solution and broad-gauge costing.

3.1.5. Once returned from the SME, bring the requirement to ITWG. The ITWG will review SME recommendations, determine if the requirement meets AF IT Standards, and determine the delegation approval authority level. The delegation approval levels are as follows:

3.1.5.1. CV: Anything over \$25K.

3.1.5.2. A6 Director: Anything over \$10K but not to exceed \$25K.

3.1.5.3. A6 Deputy Director: Anything over \$2.5K, but not to exceed \$10K.

3.1.5.4. A6M Division Chief: Anything up to \$2.5K.

3.1.6. Return requirements to the requesting organization, typically within 10 duty days of receipt for implementation. If the requirement is not approved, it will be returned to the requester for revision.

3.1.7. The requirements manager will document all processed IT requirements in the ITRB minutes at least quarterly.

3.2. The SMEs will:

3.2.1. Review the requirement for technical feasibility and alignment with Air Force Enterprise IT standards.

3.2.2. Review recommended solution if provided and make concur/non-concur recommendation. The SMEs will ensure the request aligns with SAF/CIO IT Enterprise guidance.

3.2.3. Provide a solution if none is provided. If a solution is provided, ensure it aligns with SAF/CIO guidance. If the requirement does not align with SAF/CIO IT enterprise guidance, work with the requester to develop a solution that does align with SAF/CIO guidance.

3.2.4. Respond back to the requirements manager within five duty days.

3.3. The requester will:

3.3.1. Determine if requirement is funded at requester's organization level, or unfunded (HQ support needed) and mark eCSR D appropriately. Potential funding sources may include:

3.3.1.1. Funded: program specific 3600 funds.

3.3.1.2. Unfunded: A6 ITRB 3400 funds, or A4/7 3400/3600 funds.

3.3.2. Once the requirement is approved and funds become available, procure IAW headquarters or local procedures and through the sources documented on the eCSR D. The purchasing organization maintains all records of IT requirement purchases. If A6 or A4/7 funds are used, A6 will procure and monitor until completed. If program specific funds are used, the requester will procure and monitor until completed.

3.4. An eCSR D is not required for the following:

3.4.1. When replacing equipment that is part of the AFOTEC Standard Member IT Baseline as defined in the ITSP and the equipment is readily available on hand.

3.4.2. When replacing unmanaged peripheral devices, such as mice, keyboards and CAC readers.

3.4.3. When purchasing supply items such as printer cartridges, toner, projector light bulbs, etc.

3.5. Validation of a requirement is separate from the procurement process. Once the requirement is approved by the approving authority, it is the responsibility of the requester to begin the procurement process. The procurement should be initiated within 90 days of approval. If the approved solution is not purchased within 12 months, the requirement and technical solution must be revalidated by the ITRB. This will enable financial planners to project future expenditures.

4. Responsibilities.

4.1. Vice Commander (CV) will:

4.1.1. Appoint the communications systems officer (CSO) in writing.

4.1.2. Approve IT expenditures over \$25K.

4.1.3. Approve ITRB minutes.

4.2. Communications and Information Director (A6) will:

4.2.1. Serve as the CSO as appointed by the Vice Commander (CV).

4.2.2. Appoint the ITRB chair and ITRB facilitator.

4.2.3. Appoint appropriate SMEs as required.

4.2.4. Provide ITRB minutes to the CV for review/approval.

4.2.5. Serve as the AFOTEC approval authority for requirements and related technical solutions with a cost up to \$25K.

4.3. Communications and Information Deputy Director (A6D) will:

4.3.1. Serve as the CSO in the absence of the A6 as delegated.

4.3.2. Serve as the AFOTEC approval authority for requirements and related technical solutions with a cost up to \$10K.

4.3.3. Facilitate requirements process improvement at the A6 direction and evaluate customer feedback for process inclusion consideration.

4.4. Communications and Information Mission Support Division Chief (A6M) will:

4.4.1. Chair the ITRB.

4.4.2. Serve as the CSO in the absence of both the A6 Director and Deputy Director.

4.4.3. Serve as the AFOTEC approval authority for requirements and related technical solutions with a cost up to \$2,5K.

4.5. Each AFOTEC Director, Detachment Commander or their Deputy will:

4.5.1. Ensure an informed unit representative attends the ITRB.

4.5.2. Validate and approve all IT systems requirements for their organization prior to being submitted to A6 for ITRB process consideration.

4.6. IT Requirements Manager (A6) will:

4.6.1. Serve as the single focal point for processing all IT requirements submitted for ITRB process consideration.

4.6.2. Provide assistance to users in defining any IT requirements on the eCSR.D.

4.6.3. Route applicable requirements to the appropriate SME for technical solution validation, and obtain appropriate delegated approval, or hold until the next ITRB as appropriate.

4.6.4. Ensure the technical solution complies with the ITSP (as appropriate).

5. The AFOTEC Communication and Information Director (A6) is ultimately responsible for the requirements process; however, there may be situations that require additional coordination with other directors as situations warrant. For example, during continuing resolution situations and budgetary constraints, A6 would coordinate IT expenditures with A4/7 prior to committing or purchasing.

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

AFI 33-101, *Commanders Guidance and Responsibilities*

AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems and the Military Affiliate Radio System*

AFI 33-107V1, *Strategic Automated Command Control System-Data Transmission Subsystem*

AFI 33-108, *Compatibility, Interoperability and Integration of C4 Systems*

AFI 33-112, *Information Technology Hardware Asset Management*

AFI 33-114, *Software Management*

AFI 33-115V1, *Network Operations*

AFI 33-116, *Long-Haul Telecommunications Management*

AFI 33-118, *Electromagnetic Spectrum Management*

AFI 33-134, *Mobile Satellite Services Management*

Abbreviations and Acronyms

C&A – Certification and Accreditation

COTS – Commercial Off The Shelf

CSO – Communications Systems Officer

CV – Vice Commander

DoD – Department of Defense

eCSR – Electronic Communication Systems Requirements Document

GOTS – Government Off The Shelf

IAW – In Accordance With

IT – Information Technology

ITRB – Information Technology Requirements Board

ITSP – Information Technology Strategic Plan

ITWG – Information Technology Working Group

KOM – Knowledge Operations Management

LCMP – Life Cycle Management Plan

LCRP – Life Cycle Replacement Plan

MAJCOM – Major Command

OL – Operating Location

SAF/CIO – Secretary of the Air Force/Chief Information Officer

SSO – Special Security Officer

SME – Subject Matter Expert

VTC – Video Telecommunications

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Attachment 2

AFOTEC IT REQUIREMENTS PROCESSING FLOW CHART

