

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 10-601**

**6 NOVEMBER 2013**

**AIR FORCE RESERVE COMMAND  
Supplement**

**30 APRIL 2015**

**Operations**

**OPERATIONAL CAPABILITY  
REQUIREMENTS DEVELOPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AF/A5R-P

Certified by: AF/A3/5  
(Maj Gen Paul T. Johnson)

Supersedes: AFI 10-601, 12 July 2010

Pages: 112

**(AFRC)**

OPR: HQ AFRC/A5R

Certified by: HQ AFRC/A5R  
(Col Stephen Seaman)

Supersedes: AFRCI10-601, 1 March 1999

Pages: 25

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This publication is the Air Force supplement to the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01, *Joint Capabilities Integration and Development System (JCIDS)* and the accompanying Joint Staff (JS)/J8 JCIDS Manual, *Manual for the Operation of the Joint Capabilities Integration and Development System*. It implements Air Force Policy Directive (AFPD) 10-6, *Capabilities Requirements Development*. It also implements JCIDS for the Air Force and establishes the guidelines, policies, and procedures for defining, developing, documenting, validating, approving, and managing Air Force operational capability requirements. This AFI must be used with the policies in Department of Defense Directive (DoDD) 5000.01, *The Defense Acquisition System*, and DoD Instruction (DoDI) 5000.02, *Operation of the Defense Acquisition System* (collectively called the DoD 5000 series). This AFI must be used in conjunction with AFI 63-101/20-101, *Integrated Life Cycle Management*; AFI 99-103, *Capabilities-Based Test and Evaluation*; AFI 63-131, *Modification Management*; AFI 63-114 *Quick Reaction Capability Process*; and AFI 65-601, Volume 3 *The Air Force Budget Corporate Process*. This AFI applies to all Regular Air Force, Air Force Reserve, and Air National Guard personnel who develop, review, approve, manage, or use documents in the Air Force Operational Capability Requirements Development Process. This instruction applies to all

unclassified, collateral, Sensitive Compartmented Information (SCI) and Special Access Programs (SAP). Adherence is mandatory, except when statutory requirements, DoD, or Joint Staff directives override. If there is any conflicting guidance between this AFI and DoD 5000 series or CJCSI 3170.01, the DoD or CJCS guidance shall take precedence. This AFI may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to AF/A5R for coordination before certification and approval. Refer recommended changes and questions about this publication to Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Guidance for waiver requests is provided in paragraph 1.6 of this publication. 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 the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

(AFRC) AFI10-601, *Operational Capability Requirements Development*, is supplemented as follows: This supplement describes Air Force Reserve Command (AFRC) procedures to be used in conjunction with the basic instruction and identifies events and circumstances which senior leaders have determined must be reported to HQ AFRC. This supplement is not applicable to the Air National Guard. Upon receipt of this integrated supplement discard the Air Force basic publication. 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 (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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*; route AF Form 847s from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. The AFI incorporates changes necessary to align with recent updates to DoD 5000 series and CJCSI 3170.01 policies, and implements requirements guidance developed as a result of Air Force acquisition improvement events. Summary of major changes include: changes made in Guidance Memorandum to AFI 10-601 dated 15 Mar 12, changes to AF Modification Management, and expanded scope of the document staffing and Urgent Operational Needs (UON), Joint Urgent Operational Needs (JUON), and Joint Emergent Operational Needs (JEON) processes. Additional language was added to reflect changes in CJCSI 3170.01 and the JCIDS Manual to include changes in JCIDS Documents, changes in policy for Joint Staff endorsements and certifications, changes for the Analysis of Alternatives (AoA) review process.

(AFRC) This document has been substantially revised and must be completely reviewed. Major changes include updates/changes to AFRC’s fundamental way of conducting business, adopting HQ Air Force Corporate Structure procedure and structure. Additional major changes include how AFRC interfaces into the Department of Defense (DoD) Joint Capabilities Integration and Development System (JCIDS) process and timeline and content adjustments to better meet Air Force and Congressional data calls.

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## Chapter 1

### VISION & IMPLEMENTATION

**1.1. Purpose.** This chapter provides an overview of the Joint Capabilities Integration and Development System (JCIDS) requirements process and highlights the interdependent relationship between the Requirements process and the Defense Acquisition System, Test and Evaluation and the Planning, Programming, Budgeting and Execution (PPBE) processes.

1.1.1. **(Added-AFRC) AFRC Modernization.** AFRC supports the active-duty Air Staff and MAJCOMs at all levels. In addition to supporting the Total Force in developing capabilities requirements, AFRC also generates a set of Reserve Operational Requirements. It is a roadmap of modernization plans for AFRC weapon systems. The requirements are the results of Active Component processes and AFRC processes to develop a total strategies-to-task-to-need-to-capability plan. It documents the most effective means of correcting task deficiencies using system modifications, upgrades, technology applications, and new acquisitions. It is a tool to: (1) assess active-duty support of Reserve weapon systems, and (2) project the modernization investment profile required to effectively maintain AFRC's partnership in the Total Force.

**1.2. Vision.** The intent of this instruction is to facilitate timely development and fielding of optimized, affordable and sustainable operational systems needed by the warfighter. The goal is to fulfill stated defense strategy needs with effects based, capabilities-focused materiel and non-materiel solutions. The approach to identifying capability requirements should not presuppose a specific solution or end item. It should provide information related to forms and functions of potential solutions that provide suitable, safe, and interoperable increments of capability for the warfighter that are affordable throughout the life cycle and mitigate mission risk.

1.2.1. **Strategic Guidance.** The overarching strategic guidance detailed in the National Security Strategy, the National Strategy for Homeland Security, the National Defense Strategy, the Quadrennial Defense Review, and the National Military Strategy provide the overarching description of the Nation's defense interests, objectives and priorities. Additionally, the Defense Planning Guidance, the Guidance for the Employment of the Force, the Chairman's Risk Assessment and the Joint Strategic Capabilities Plan contain further guidance for objectives and priorities and provide a framework for an assessment of the Air Force's (AF) needed capabilities.

1.2.2. **Joint Operational Context.** Identified capability requirements must be traceable to Unified Command Plan assigned missions, approved Operations Plans/Contingency Plans, Joint Concepts, Integrated Security Constructs which are part of the DoD Analytic Baseline, and/or other driving factors. Capability requirements for Information Systems (IS) should use the existing DoD Information Enterprise Architecture and related solution architectures. Requirements must be defined in the lexicon established for the Universal Joint Tasks and relevant range of military operations. This operational context information forms the basis for validating requirements and associated gaps and risks, and supports recommendations for capability solutions.

1.2.3. **Service Core Functions.** Identification of capability requirements and associated gaps begins with assigned organizational functions, roles, missions, and operations in the context

of the overall strategic and operational goals. AF requirements derived from the Core Function Master Plans (CFMP) take into account capability gaps, a range of potential solutions (both non-materiel and materiel), an assessment of operational risk, and affordability.

1.2.3.1. **(Added-AFRC)** AFRC requirements will be researched by the applicable MDS AOs, Panel Chairs, and applicable Functional Area Managers (FAMs) in conjunction with AFRC/A5A8X to preclude conflicts with Core Function Lead (CFL) Plans. Coordination with lead command Requirements Organizations to include buy-in of those ROs is the key to successful integration of AFRC assets into CFL planning and lead command approval of AFRC derived AF form 1067s.

1.2.3.2. **(Added-AFRC)** The AFRC requirements process mimics directly the Air Staff requirements process. Due to the uniqueness and complexity of requirements, a modified corporate process is adopted, the same approach taken by Air Staff. 10-601, 1.4 Implementation, describes the integration of requirements development into other processes. 1.4.1 expands farther: “Expanding upon the collaborative effort, there are three mutually supporting AF processes that facilitate the development and sustainment of operational systems: operational capability requirements development as described in this instruction; acquisition and sustainment as described in AFI 63-101/20-101 and integrated operational testing as described in AFI 99-103, *Capabilities-Based Test and Evaluation*. These processes, along with the (PPBE process outlined in AFI 65-601, Volume 3 *The Air Force Budget Corporate Process*)\*, are interdependent and require collaboration to rapidly deliver new operational systems to the warfighter. The communities must use the guidance in all of these instructions to integrate their efforts and create synergy.” \*The exception to the completion of this paragraph lies in the substitution of the NGREA process for the Planning, Programming, Budgeting & Execution (PPBE) process in the AFRC requirements flow.

**1.3. JCIDS.** The AF requirements process supports and implements the overarching joint guidance, JCIDS, as described in CJCSI 3170.01, *Joint Capabilities Integration and Development System* and the accompanying Joint Staff (JS)/J8 JCIDS Manual. The JCIDS process supports identifying, assessing, validating, and prioritizing joint military capability requirements while considering the full range of materiel and non-materiel solutions (i.e., Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities and Policy (DOTmLPF-P)). All non-materiel solutions should be explored and, if possible, implemented before initiating a materiel solution. Operational capabilities must be defined within the “art of the possible” and grounded within real world constraints of time, technology, and affordability.

**1.3. (AFRC)JCIDS.** Normally Air Reserve Component (ARC) programs do not fall into developmental JCIDS programs. After all non-materiel options have been explored and a materiel solution is required, a non-developmental Commercial Off the Shelf (CoTS) modifications is the preferred program method of ARC equipment modifications/replacements.

1.3.1. Joint Capability Areas (JCA). JCIDS uses JCAs as an organizing construct. This provides portfolios with similar capabilities functionally grouped to support capability analysis, strategy development, investment decisions, risk assessment and prioritization and

capabilities- based planning and assessments. See the JS *Joint Capabilities Areas* for additional information.

1.3.2. Requirements Documents Overview. Listed below are the different categories of requirements documents which are used to articulate capability requirements, associated capability gaps and to submit recommendations for review and validation.

1.3.2.1. Capabilities-Based Assessment (CBA). The CBA forms the analytic basis for operational capability requirements development and is an integral part of the capabilities-based planning process. The results of the CBA are captured in the CBA Final Report. See [Chapter 4](#) for additional information on CBAs.

1.3.2.2. The Initial Capabilities Document (ICD)/Information Systems-Initial Capabilities Document (IS-ICD). An ICD documents new capability requirements and associated gaps and the Sponsor's intent to resolve those gaps through solutions which are materiel, non-materiel or a combination of both. See [Chapter 4](#) for additional information on ICDs.

1.3.2.3. Analysis of Alternatives (AoA). The AoA is an analytical comparison of the operational effectiveness, suitability, risk, and life cycle cost of alternatives that satisfy validated capability needs (usually stipulated in an approved ICD). The AoA process consists of three distinct documents; AoA Study Guidance, AoA Study Plan, and the AoA Final Report. See [Chapter 4](#) for additional information on AoAs.

1.3.2.4. Draft Capability Development Document (CDD). A Draft CDD is developed ((pre-Milestone (MS) A)) to inform the Technology Development Strategy and Request for Proposals for the Technology Development Phase (which follows the MS A acquisition decision). See [Chapter 4](#) for additional information on CDDs.

1.3.2.5. The CDD/Information Systems-Capability Development Document (IS-CDD). A CDD defines the authoritative, measureable and testable parameters ((Key Performance Parameters (KPPs), Key System Attributes (KSAs), and other attributes)) necessary for the Engineering Manufacturing and Development Phase of the acquisition program. See [Chapter 4](#) for additional information on CDDs and IS-CDDs.

1.3.2.6. The Capability Production Document (CPD). A CPD defines the authoritative, measureable and testable parameters (KPPs, KSAs, and other attributes) necessary for the Production and Deployment phase of the acquisition program. See [Chapter 4](#) for additional information on CPDs.

1.3.2.7. The Joint or AF DOTmLPP-P Change Recommendation (Joint or AF DCR). A Joint/AF DCR documents the intent to resolve gaps with a non-materiel approach, recommending changes to the Joint/AF in one or more of the DOTmLPP-P areas. See [Chapter 4](#) for additional information on Joint/AF DCRs.

1.3.2.8. AF Form 1067, *Modification Proposal*. The Air Force has established an additional means to document capability requirements and associated capability gaps. The AF Form 1067 can be used to document the submission, review and approval of requirements for modifications to fielded Air Force systems. See [Chapter 6](#) for more details on modifications.

1.3.2.9. The Urgent Operational Need (UON), Joint Urgent Operational Need (JUON) and Joint Emergent Operational Need (JEON). An urgent operational need request documents a requirement driven by an ongoing (UON/JUON) or emergent (JEON) contingency operation, which if not addressed, would result in unacceptable risk to life or combat mission accomplishment. Expedited staffing and review procedures are used for urgent need requests. See **Chapter 7** for additional information on UONs/JUONs/JEONs.

1.3.2.10. (**Added-AFRC**) AFRC requirements documents are derived out of a process contained in **Attachment 3**.

1.3.3. Joint Staffing Designators (JSD). A JSD is assigned to all JCIDS documents by the JS/J8 Gatekeeper, based on the actual/potential Acquisition Category (ACAT) and Joint Staff equities (need for endorsements/certifications, special interest, previous guidance). The JSD sets the document staffing path/timeline and identifies validation authority. The JSD, along with the ACAT level, also provides the basis for determining the level of oversight and decision authority in the analytical efforts supporting the development of operational capability requirements. There are five Joint Staffing Designators: (1) Joint Requirements Oversight Council (JROC) Interest, (2) Joint Capability Board (JCB) Interest, (3) Joint Integration, (4) Joint Information and (5) Independent. JROC Interest and Joint Capability Board (JCB) Interest require component level and joint validation, i.e. Air Force Requirements Oversight Council (AFROC) followed by JCB/JROC. Joint Integration, Joint Information and Independent require component level validation only, i.e. AFROC. See **Chapter 5** for additional information on JSD.

1.3.4. Sources of AF Requirements Documents. Listed below are the sources of AF requirements documents:

1.3.4.1. Capabilities-Based Planning. Capabilities-based planning is the process of forecasting under uncertainty to provide capabilities that address warfighter effects and operational environments. The AF uses a Service-wide capabilities-based planning process where Core Function Lead Integrators (CFLI) develop their respective CFMPs based on AF strategic guidance, operational expertise and analysis. The CFLIs then prioritize the individual capabilities within their own CFMPs based on risk and fiscal projections through the planning period. Through CFLI planning, capability shortfalls, capability gaps and DOTmLPF-P opportunities are identified as potential inputs into the JCIDS process. CFLI assessments are also used to guide capabilities-based assessments (CBA).

1.3.4.2. Capabilities-Based Assessment (CBA). The CBA forms the analytic basis for operational capability requirements development and is an integral part of the capabilities-based planning process. In most situations, the CBA is the first step in the requirements process. The CBA defines the capability required and any capability gaps/shortfalls identified during the assessment. Additional details on the CBA are provided in **Chapter 4**.

1.3.4.3. Top-Down Direction. Higher authority may direct a sponsor to initiate the development and fielding of an operational system to meet warfighter needs. Written direction from the Chief of Staff of the Air Force (CSAF) or higher authority fulfills the AFPD 10-6, *Capability Requirements Development* requirement for identifying a

capability need. However, the designated sponsor is still responsible for conducting appropriate supporting analysis and producing the necessary operational capability requirements documents to support development and/or fielding and sustainment of an operational system. Top-Down Direction requests will be routed through the AFROC for requirements validation and will be processed via the QRC Process upon validation and CSAF signature (See [Chapter 7](#)).

1.3.4.4. Combatant Command (CCMD) Needs. A CCMD may identify a capability gap/shortfall. These gaps or shortfalls are identified through their Integrated Priority List (IPL), a JUON or JEON. These requirements may be satisfied through two options: the normal acquisition process or the Quick Reaction Capability (QRC) process, as described in AFI 63-114, *Quick Reaction Capability Process*, and [Chapter 7](#). Normal acquisition of CCMD's need requires a Service Component sponsor who is responsible for conducting appropriate supporting analysis and producing the necessary operational capability requirements documents.

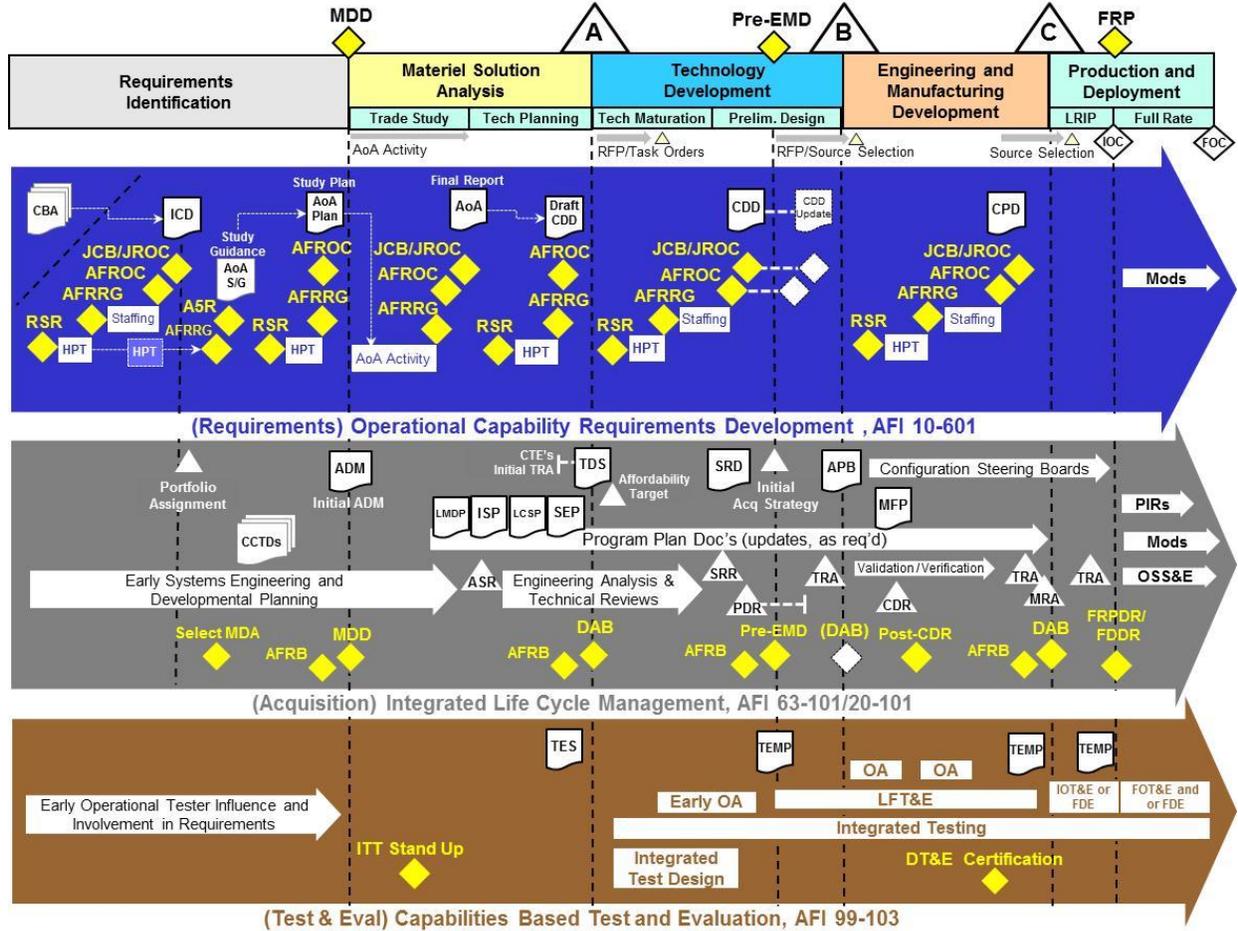
1.3.4.5. Science & Technology (S&T) Activities. Science and technological advancements and breakthroughs play a crucial role in providing warfighters with superior operational systems. Examples of programs and processes to demonstrate, mature, and transition technologies include: Advanced Technology Demonstrations (ATD), Joint Capability Technology Demonstrations (JCTD), Flagship Capability Concepts (FCC), experiments, operational exercises, war games, DoD and Air Force research efforts, and commercial sources identified within the Defense Science and Technology Program. Evaluation of the results of such activities may lead to a sponsor developing an appropriate operational capability requirements document to facilitate transition of mature and affordable technologies. For additional information on S&T activities refer to AFI 61-101, *Management of Science and Technology*.

1.3.4.6. Lessons Learned. A key method to achieve transformation of the Joint force is by producing compelling recommendations based on direct observations and sound analysis of current Joint operations, exercises and experiments. These recommendations (lessons) are derived from the full range of Joint activities and operations collected at the strategic, operational, and tactical level. Lessons assist senior leaders in making changes to DOTmLPF-P capabilities and guide associated programming, budgeting, and resourcing activities. To improve Joint capabilities and readiness, commanders may submit analytical observations directly to the Joint Lessons Learned Program (JLLP) through the Joint Lessons Learned Information System database, as described in CJCSI 3150.25, *Joint Lessons Learned Program*, and/or to the Air Force Lessons Learned Program (AFL2P), as described in AFI 90-1601, *Air Force Lessons Learned Program*.

**1.4. Implementation.** Air Force requirements are driven by desired effects and needed capabilities. All stakeholders in the acquisition framework must know why the Air Force needs a particular capability, how and where it will be used, who will use it, when it is needed, and how it will be supported and maintained. For a materiel solution, fielding an operational system starts with sound strategies for concept refinement, requirements development, acquisition and sustainment life cycle management, and test and evaluation (T&E). To be viable, these strategies must be developed in concert and require early and ongoing collaboration among operators, developers, programmers, systems engineers, acquirers, testers, sustainers, and intelligence analysts. No one strategy can stand alone and still be viable, since all are

interdependent and require the integration of the others to be effective. Reference DoDI 5000.02, *Operation of the Defense Acquisition System* and AFI 63-101/20-101, *Integrated Life Cycle Management* for additional information.

**Table 1.1. Integration of AF Requirements, Acquisition and Test Processes**



**NOTE:** See Attachment 1 for a list of acronyms.

1.4.1. Expanding upon the collaborative effort, there are three mutually supporting AF processes that facilitate the development and sustainment of operational systems: operational capability requirements development as described in this instruction; acquisition and sustainment as described in AFI 63-101/20-101 and integrated operational testing as described in AFI 99-103, *Capabilities-Based Test and Evaluation*. These processes, along with the PPBE process outlined in AFI 65-601, Volume 3 *The Air Force Budget Corporate Process*, are interdependent and require collaboration to rapidly deliver new operational systems to the warfighter. The communities must use the guidance in all of these instructions to integrate their efforts and create synergy.

1.4.2. Integrated Life Cycle Management. The primary goal of the acquisition and sustainment framework is to efficiently deliver affordable, effective (e.g., meets the warfighter’s needs) and sustainable operational systems. To achieve this goal, all stakeholders must collaborate throughout the requirements development process, and the

planning and execution activities that lead to developing, fielding, and sustaining new operational systems. To maximize the potential for commercial and Non-Developmental Items (NDI) solutions, operational requirements should be stated in terms of performance or functionality and should be flexible to the greatest extent possible. After capability requirements and performance attributes are defined and approved, they are used to guide development, test and evaluation, production, procurement, deployment, sustainment, and ultimately disposal. Working with the operator, the acquirer builds an acquisition strategy that balances life cycle cost, schedule, and performance (operations and sustainment) in response to approved operational capability requirements documents. Regular recurring reviews throughout the requirements and acquisition processes ensure the desired capability meets the specified requirements, is delivered in a timely process, and is affordable. The acquisition strategy and the requirements strategy must align and be integrated through early collaborative development planning. Refer to AFI 63-101/20-101, for additional details.

1.4.2.1. Development Planning (DP) and Early Systems Engineering (SE). Through the application of early systems engineering, DP activities decompose capability needs and characterize tradespace, formulate and evaluate viable concepts (to include Human Systems Integration (HSI) considerations), identify technology shortfalls, and assists the requirements community in refining requirements. The results of DP efforts are documented in Concept Characterization and Technical Description (CCTD) documents. The outcome of these activities are fiscally and technologically informed requirements, a range of feasible concepts, and vectors for S&T investment to reduce technology risks that support requirements and acquisition decisions and feed AoAs. DP provides the analytic basis for cost and capability trades to inform requirements development and oversight activities supporting acquisition milestones, decision points, and phases (refer to Table 1.1).

1.4.2.2. Intelligence Support Considerations. Most warfighting weapon systems require intelligence inputs to include threat and mission data. Intelligence specialists provide the necessary interface to the national Intelligence Community (IC) with which to access intelligence data and to enter into formal IC production requirements and planning processes. Not all requirements for intelligence data are supportable, in which case intelligence must be considered from a cost / capability perspective. Early collaboration between Requirements, Acquisition, and Intelligence communities is critical to ensuring decisions regarding desired materiel solutions fully account for capability impacts presented by intelligence dependencies.

1.4.2.3. Materiel Solution Cost-Effective Prioritization. In accordance with DoD Acquisition policy, once a determination is made that a capability gap requires a materiel solution, seek the most cost-effective solution over the system's life cycle. The order of preference shall be: 1) procurement or modification of commercially available (domestic or foreign sources) or dual-use item, 2) additional production or modification of previously-developed US/allied item, 3) cooperative development with allies, 4) new joint US development program, and 5) new DoD component-unique development program.

1.4.2.4. Evolutionary Acquisition. In this process, a needed operational capability is met over time by developing several increments, each dependent on available mature technology. Each increment of a system must provide a useful capability solution that is

safe, operationally effective, and suitable for use in the intended environment. A CDD may cover single or multiple increments, but it must clearly articulate which KPPs/KSAs apply to each increment. A CPD describes a single increment of a system.

1.4.3. Integrated Test and Evaluation (T&E). The overarching functions of T&E are to mature system designs, manage risks, identify and help resolve deficiencies as early as possible, and ensure systems are operationally mission capable (i.e., effective and suitable). Integrated testing is the collaborative planning and execution of test phases and events to provide shared data in support of independent analysis, evaluation, and reporting by all stakeholders, particularly the developmental (both contractor and government) and operational test and evaluation communities. Integrated testing structures T&E to reduce the time it takes to field effective and suitable systems by providing qualitative and quantitative information to decision makers throughout the program's life cycle. T&E stakeholders are integrated early within the Requirements and Acquisition development processes. Early collaboration between the Requirements, Acquisition, and Test communities ensures the materiel solution delivered to the warfighter meets the desired capability requirements and operates as intended. Refer to AFI 99-103 for additional details.

1.4.4. Planning, Programming, Budgeting and Execution (PPBE). The PPBE process contains four distinct, but inter-related phases. The Planning Phase, identifies capability requirements through planning and programming guidance. The Programming Phase, creates the AF portion of the Department of Defense's (DoD) Future Years Defense Program (FYDP). The Budgeting Phase, formulates and controls resource allocation and use. The Execution Phase, evaluates spending to determine the extent desired capabilities are achieved. Together these phases make up the PPBE process. AF/A8 provides financial guidance throughout the requirements process and advises the requirements community to aid and assist requirements decision-makers in making sound, fiscally informed decisions. Funding should not be programmed without clear linkages to documented operational capability gaps. Program funding will be aligned with the validated requirement for each acquisition phase. Early and continued collaboration between Requirements, Acquisition and PPBE communities ensures AF resources are optimally employed. Refer to AFI 65-601, for additional details.

1.4.5. **(Added-AFRC)** National Guard and Reserve Equipment Appropriation (NGREA 0350). Congress established the NGREA with the intent to enhance readiness and combat capability of the reserve components. It is a 3-year appropriation, similar to 3080 or 3010 appropriations (the only AFRC source of discretionary investment/procurement funding) used to support AFRC equipment upgrades, modifications, procurement, and other equipment needs. According to law, the appropriation cannot be spent by or for the active component. It is not meant to offset active-duty requirements but to enhance the reserve components, which are historically underfunded in the Planning, Programming, Budgeting and Execution, (PPBE) prioritization. The appropriation amount varies from year to year, and is not the result of the Program Objective Memorandum (POM) inputs. HQ AFRC via AF/RE submits a prioritized Reserve Modernization List, which is developed through the AFRC Requirements Organization and Corporate Structure (CS), as the command validated prioritization for NGREA funding.

1.4.6. **(Added-AFRC)** AFRC Requirements Organization (RO). AFRC maintains its own operational requirements organization to: (1) ensure lead commands and the Air Staff are

addressing AFRC mission needs, (2) provide coordinated inputs to lead commands, (3) manage the AFRC requirements process for allocation of resources to programs that are not funded by lead commands, and (4) execute AFRC-funded requirements programs. The AFRC RO consists of various elements throughout the AFRC command structure, including representatives and advisors at Air Staff, HQ AFRC, NAFs, specialized operating locations, and MAJCOM requirements liaisons. Specific responsibilities are listed in **Paragraph 2.3**. The intent and guiding philosophy is that the RO functions as a single team even though separated by function and geographically. The primary organizational elements are AF/REX and HQ AFRC/A5R. AF/REX lays the foundation of long-range planning; it is the command OPR for the Modernization Planning Process (MPP) and the AFRC Modernization Compendium. HQ AFRC/A5R turns the long-range planning into requirements solutions. It is the command OPR for requirements generation and acquisition, including programs initiated by the lead commands. A5R oversees all 0350 procurement programs.

1.4.6.1. (**Added-AFRC**) AFRC Requirements Flow. AFRC requirements proposals flow through four stages: (1) initiation; (2) analysis, coordination, and validation; (3) prioritization and approval; and (4) program execution.

1.4.6.1.1. (**Added-AFRC**) Stage One (Initiation). AFRC Requirements proposals, including aircraft modifications, are initiated at any level of the command and at any time within the RO process annual cycle. NAFs consolidate their unit's requirements inputs (normally by way of Combat Planning Councils) and submit these to the AFRC RO. The AFRC RO coordinates requirements proposals for lead command/HQ Air Force (HAF) consideration. Proposals that receive lead command/HAF concurrence, but are not funded, may be considered for AFRC funding. AFRC-funded requirements still require lead command coordination to prevent wasteful redundancies, sustainment shortfalls, and configuration conflicts between MAJCOMs.

1.4.6.1.2. (**Added-AFRC**) Stage Two (Analysis, Coordination, and Validation). All proposals considered for AFRC funding go through a process of analysis, coordination, and validation where they are staffed and developed into preferred solutions. HQ AFRC MDS AOs establish separate Requirement Development Teams (RDT) for each requirement. RDTs analyze their requirement for concept of employment, sustainment, resource allocation, and determination of proper appropriation (i.e. O & M, MILCON or NGREA). RDTs coordinate with lead commands, Air Staff, ALCs, System Program Offices (SPO), test organizations, etc., as necessary. RDTs recommend resource allocation and funding strategies with the coordination of financial management personnel. MDS AOs then consolidate the work of the RDTs and present it to the A5R for consideration at the Reserve Requirements Oversight Council (RROC) for validation and prioritization.

1.4.6.1.3. (**Added-AFRC**) Stage Three (Prioritization and Approval). AFRC A5R develops three suggested priority lists as required: Studies; Evaluations, Engineering & Infrastructure; and Requirements Acquisition (0350 procurement/modifications). The three priority lists are presented to the RROC/CS for review and approval. The RROC evaluates and prioritizes requirements solutions and prepares the list(s) for presentation to the AFRC Corporate Structure at the Council level. The approval

authority for the three priority lists and for 0350 funding and program execution is the AFR CC. AFRC HOI 16-501 details AFRC Corporate Structure procedures.

1.4.6.1.4. **(Added-AFRC)** Stage Four (Program Execution). Appropriated funds, i.e. O&M or NGREA, as appropriate, are applied to AFRC programs according to the CS validated priority lists. Those funds are distributed by assigned Program Managers through A5R to the Program Execution authority, most often the SPO SM office. If the SPO SM office rejects a proposed program due to manpower/workload issues, or if funding timelines are incompatible with execution timelines, then A5R will attempt to execute through an alternative acquisition contract methods, when authorized. SPOs will continue to exercise Operational Safety Suitability and Effectiveness (OSS&E) airframe authority and will assume responsibility for programs after contract award.

1.4.6.2. **(Added-AFRC)** Requirements Origination. Anyone in AFRC may identify a mission need or initiate a proposal for equipment acquisition by submitting an AF Form 1067, Modification Proposal and a HQ AFRC Requirements Data Sheet, (RDS). Additionally, certain equipment inputs should also be submitted via the Cyberspace Infrastructure Planning System (CIPS), AF Form 1000, IDEA Application; or Memorandum through functional channels. Most equipment items should exhaust all appropriate equipment funding avenues prior to pursuing NGREA funding. All aircraft modifications require an AF Form 1067. Individuals at the unit and wing level forward proposals through their command structure to their NAF headquarters. HQ divisions may also initiate requirements proposals, or they may be top-down directed. RDTs coordinate all proposals, regardless of origin, with affected NAFs before presentation to the RROC/CS. Both the Reserve Advisors (RA) and the Mobilization Augmentees (MA) attached to our supported MAJCOMs and AFRC Air Staff personnel, (RE) can initiate requirements based on knowledge obtained by virtue of location and position. These RA, MA and Air Staff inputs will be information copied to the affected AFRC NAF.

1.4.6.2.1. **(Added-AFRC)** Requirements Training. AFI 10-601 Chapter 8 has added training requirements due to the complexity and uniqueness of requirements work. AFRC/A5R must ensure all persons involved in the requirements process receive the appropriate training for the role each person assumes in the requirements process. All persons directly involved in requirements have some training required. Any person who is directly involved in requirements decisions must be trained.

1.4.6.3. **(Added-AFRC)** NAF Validation. NAF requirements validation is most effective when performed at recurring forums that align with the command's annual cycle. Therefore, NAFs conduct "Combat Planning Councils," (CPC)\* to study their units' mission needs and to solicit, validate, and prioritize requirements proposals. These meetings might encompass an entire NAF or may be aircraft specific. NAFs may incorporate requirements forums into the agenda of existing NAF meetings. While NAFs individually decide the meeting timelines, ideally their inputs to the command cycle provide sufficient time before the RE staff October-December modernization input cycles. Requirements submissions in the March to May time period would optimally give the RO three to six months to analyze, coordinate, develop, and validate preferred solutions. CPCs should be the primary source of the command's operational

requirements. \* AFRC HQ Mission Support Panels will conduct an Agile Combat Support (ACS) CPC(s) (individually or jointly).

1.4.6.4. **(Added-AFRC)** Lead Command Coordination. The RO applicable MDS AO coordinates requirements proposals for lead command consideration. The RO applicable MDS AO staffs AF Forms 1067 (if required) through respective NAF, HQ AFRC, and lead command configuration review processes as described in **paragraph 7**. HQ AFRC/A5R assists HQ AFRC/A4M in coordinating AF Forms 1067 with lead commands and SPOs.

1.4.6.4.1. **(Added-AFRC)** If the lead command approves an AFRC-generated requirement, it enters their POM process for funding. If the lead command concurs with, but is unable to fund the requirement, it may be considered for AFRC funding.

1.4.6.4.2. **(Added-AFRC)** For aircraft modifications, the lead command and the weapon system Single Manager must approve permanent and most temporary modifications for which there was no previously validated need. The lead command is responsible for fleet-wide interoperability and commonality; the single manager is responsible to maintain system engineering integrity.

1.4.6.5. **(Added-AFRC)** Requirement Development Teams (RDT). AFRC uses a team approach to prepare and staff all AFRC-generated requirements proposals. The team approach should result in the appropriate offices becoming involved in requirements development, early "buy in," and an increased understanding of the issues involved. It should also lead to better coordinated requirements and reduced staffing time. The NAF POC or functional area POC who submits a requirement proposal submits the concept to the appropriate HQ AFRC MDS AO on a draft RDS (Attachment 3). Based on the information provided in the draft RDS, MDS AOs establish RDTs for each requirement submitted. If appropriate, multiple items may be considered by an RDT, however, all required Subject Matter Experts (SME) must be present for each item considered.

1.4.6.5.1. **(Added-AFRC)** RDT Membership. HQ AFRC MDS AOs identify membership for each RDT by polling the appropriate panel/directorate for a functional POC, a technical expert from Air National Guard Air Reserve Test Center (AATC), a logistics expert from A4, an IT expert from A6, and a financial expert from FM as required. The RDT is led by an action officer responsible for the Mission Design Series (MDS) in question, typically from HQ AFRC A5R. AFRC funded Phase I/II/III procurement programs are managed by the individual MDS AOs. The RDT includes an A1 manpower specialist for proposals that affect manning force structure, an A7 facility requirements specialist for proposals that affect facility requirements and an A9 representative where decisions supporting analysis or studies might be required. A5R may request NAF or other system experts as needed. Each team member is responsible to represent their directorate's position on the requirement. The RDT leader from the affected MDS is ultimately responsible for coordination and issue resolution. A5R will insure Staffing, and Tracking of the requirement through RROC/Corporate Structure validation and approval.

1.4.6.5.2. **(Added-AFRC)** RDT Procedures. The primary responsibility of the RDT is to review requirement proposals for applicability and, if appropriate, prepare/enhance a requirement data package for presentation to the RROC/Corporate

Structure. The package contains a completed RDS in the format at Attachment 3. It includes system-level performance characteristics and capabilities, concept of operations, maintenance concept, facility impact analysis, manpower and follow-on O&M funding plans, and all support requirements (e.g., training, additional manpower, logistics, contractor logistics support, support equipment, (including simulators) & technical orders). The package must include or reference all supporting documentation to include AF Forms 1067, applicable operational capabilities documents (See 2.2), Program Management Directives, statements of work, cost estimates, engineering reviews, correspondence showing lead command coordination or concurrence, etc. The A4 team member coordinates the proposal within A4 for potential sustainment issues. The FM team member advises as to which funding source (O&M or NGREA) is appropriate before the requirement is submitted to the RROC/Corporate Structure. The MDS AO team member coordinates with A1 to address manning impacts. RDTs submit completed packages to A5R by the end of October. A5R returns incomplete packages to the RDT for completion before approving the requirement for the inclusion in the November Corporate Structure meeting cycle.

1.4.6.6. **(Added-AFRC)** AFRC Reserve Requirements Working Group (RRWG). AFRC Requirements processes mimic AF Air Staff Requirements processes. The RRWG is set to closely approximate the Air Staff Air Force Requirements Review Group (AFRRG). The RRWG is an A5R corporate forum that conducts a review of AFRC mission needs in preparation for the RROC. The RRWG evaluates emerging requirements across the command, ensuring each proposal integrates into AFRC long-range plans and addresses known and anticipated capability shortfalls. The RRWG also considers recommendations from the NAF planning councils in evaluating proposals on the agenda. It prioritizes requirements for consideration of AFRC O&M or NGREA funding. The RRWG reviews all proposed needs, solutions, and permanent modifications for multi-command or joint applicability. The RRWG reviews and adjusts (if required) the Prioritized Integrated Requirements List, (PIRL-- see 1.4.6.7.4), in preparation of RROC and Council approval.

1.4.6.6.1. **(Added-AFRC)** RRWG Membership. The RRWG chairperson is the Chief, A5R. Panel Chairs, NAFs, HQ AFRC A3, A4 and other HQ AFRC directorates with requirements items up for consideration will serve as primary members. Permanent advisors are AATC and Reserve Liaisons to Lead Commands. Ad hoc participants include functional experts from the RDTs and the MDS AOs for programs under consideration. A5R may approve government contractor representatives or area experts from other commands and agencies, as required.

1.4.6.6.2. **(Added-AFRC)** RRWG Procedures. RRWG meetings occur no later than two weeks prior to all scheduled RROC meetings. The A5R may convene additional meetings as necessary.

1.4.6.7. **(Added-AFRC)** AFRC Reserve Requirements Oversight Council (RROC)/Corporate Structure (CS). AFRC Requirements processes mimic AF Air Staff Requirements processes. The RROC is set to closely approximate the Air Staff AFROC. The RROC is an A5A8 corporate forum that conducts a comprehensive review of AFRC mission needs. The Requirements Council serves as the formal validation of

Requirements in the CS. See AFRC HOI 16-501 for details on AFRC Corporate Structure procedures and membership. The RROC evaluates emerging requirements across the command, ensuring each proposal integrates into AFRC long-range plans and addresses known and anticipated capability shortfalls. The RROC also considers recommendations from the NAF planning councils in evaluating proposals on the agenda. It prioritizes requirements for consideration of AFRC O&M or NGREA funding. The RROC reviews all proposed needs, solutions, and permanent modifications for multi-command or joint applicability. Every effort should be made to follow RO Structure (RROC and Council) in presenting a Requirement issue. Skip echelon should only occur in urgent and compelling needs exceptions.

1.4.6.7.1. **(Added-AFRC)** RROC Membership. The RROC chairperson is the Director of Plans and Programs (HQ A5A8). A5R is the OPR and process facilitator for RROC meetings. NAFs, HQ AFRC A3, A4 and other HQ AFRC directors with requirements items up for consideration will serve as primary members. Alternates, at a minimum, will be a division chief or equivalent. (Panel Chairs are encouraged to function as directorate alternate where applicable). Permanent advisors are AATC and Reserve Liaisons to Lead Commands. Ad hoc participants include functional experts from the RDTs and the MDS AOs for programs under consideration. A5R may approve contractor representatives or area experts from other commands and agencies, as required.

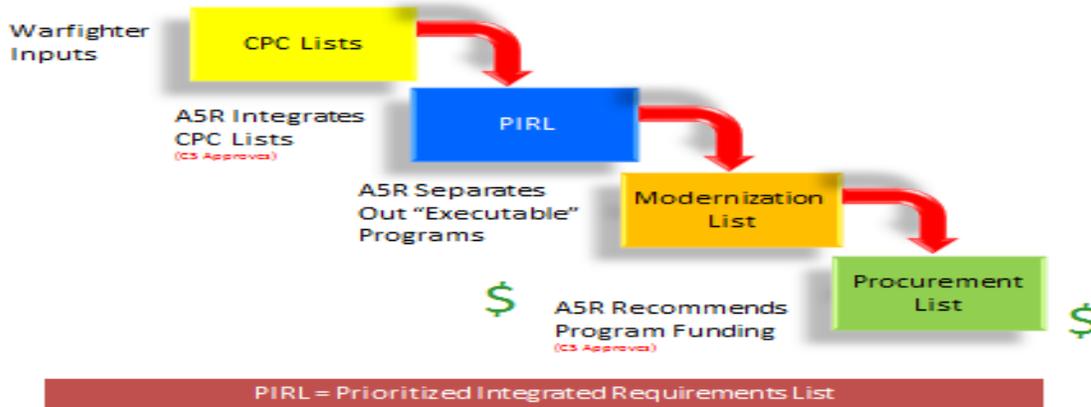
1.4.6.7.2. **(Added-AFRC)** RROC Procedures. Requirements focused RROC/CS meetings occur by the end of July to align with the next-FY Presidential Budget Unfunded Data Call answered by AF/RE. See **Figure 2.2**. Requirements focused RROC/CS mid-term meetings occur by the end of February. The CS may convene additional meetings as necessary.

1.4.6.7.3. **(Added-AFRC)** July RROC Meeting. In this meeting the RROC formulates and validates the current Prioritized Integrated Requirements List, (PIRL); and extracts the most current Reserve Modernization List, (RML). RDTs may be asked to brief their programs using the requirements input sheet format in **Attachment 3**. The RROC makes recommendations to RDTs on content and issues needing resolution.

1.4.6.7.4. **(Added-AFRC)** Prioritized Integrated Requirements List, (PIRL). The PIRL is developed as a result of all combined CPC inputs. After RDT validated CPC inputs are received, a "baseline" list consisting of all Mission Critical, Mission Essential and Mission Desired items is developed by A5R and the MDS AOs for presentation to the RROC and CS. All Advocacy, Executable and Fully Funded, (but not yet installed) items are to reside on this list (and carry over year to year) until the item is no longer a valid requirement, or has been fulfilled. The RROC evaluates and prioritizes ("racks and stacks") all requirements proposals on the agenda to compete for funding in the next fiscal year. The RDT validated Requirement Data Sheet (RDS) is the primary source of information from which the RROC makes its decisions. The RROC presents its recommendations to the CS Council. The PIRL also provides the source of Advocacy items to the Reserve Modernization Book. The PIRL also provides a baseline for coordination of AFRC and Air National Guard

Requirements at the combined Weapons & Tactics conference (WEPTAC) held at AATC each year. See **Figure 1.1** for PIRL development flow.

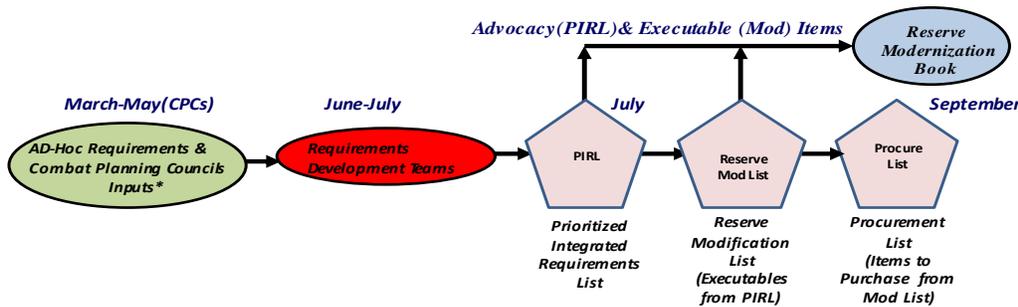
**Figure 1.1. (Added-AFRC) Prioritized Integrated Requirements List (PIRL).**



1.4.6.7.5. **(Added-AFRC) Reserve Modernization List (RML) Baseline.** The RML is an *executable* list of command modernization requirements for the next fiscal year and is extracted from the PIRL. The RML is provided to A8P (if required) to develop the Consolidated Unfunded Requirements List (CURL), a comprehensive list of AFRC unfunded requirements (both equipment and non equipment items). The RML also provides the source of Executables to the Reserve Modernization Book. . See **Figure 1.2** for RML development/use.

**Figure 1.2. (Added-AFRC) AFRC Requirements Products Development.**

*AFRC Requirements Products Development*



\*Note: Requirements inputs may be made anytime

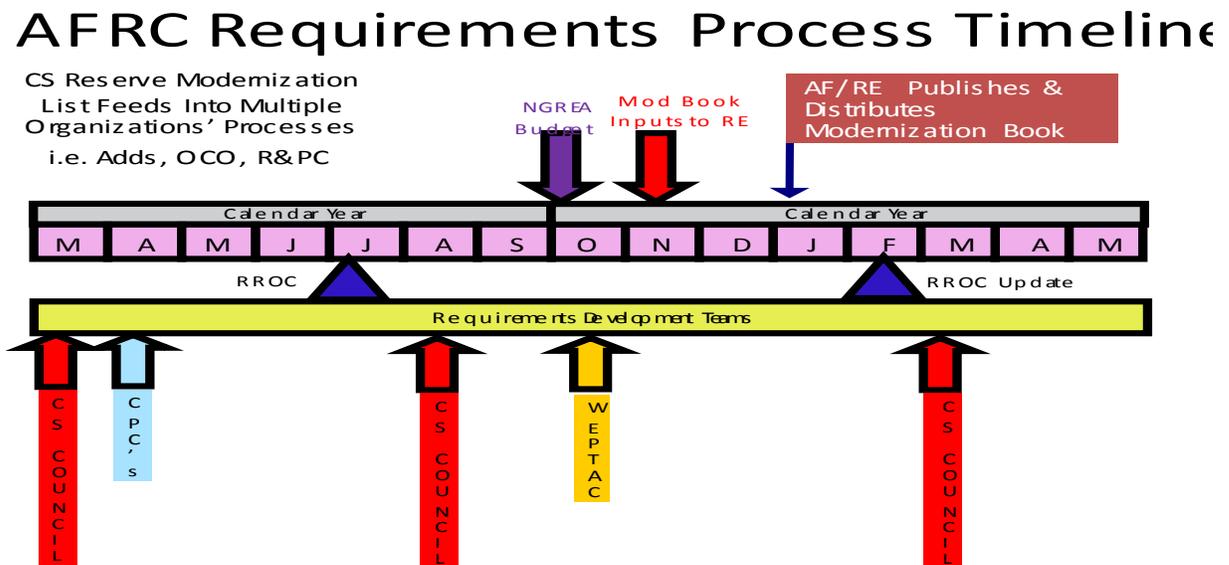
1.4.6.7.6. **(Added-AFRC) February Requirements RROC Meeting (If required).** This is the last opportunity for the RROC to review and update the current PIRL and

the Reserve Modernization List before their mid-term final recommendations go to the CS Requirements Council. See **Figure 1.3** for meeting and product timelines.

1.4.6.7.7. **(Added-AFRC)** A5R records, distributes, and maintains RROC minutes. At a minimum, the minutes identify RROC voting and non-voting members in attendance, meeting agenda, significant discussion items, action items, and recommendations not to validate individual proposals. A5R electronically sends/posts to the AFRC A5R website minutes to the Requirements RROC/CS meetings.

1.4.6.8. **(Added-AFRC)** Requirements Program Reviews. A5R conducts a minimum of two Program Reviews: 1) an annual Program review to support the RROC and Requirements CS meeting, 2) to support mid-term Requirements update meetings. The focus of the annual program review is to thoroughly inform the command leadership on program status and prior year close out wrap-ups. Additionally, A5R and AF/RE staff updates the A5A8 on current and proposed modernization projects, acquisition programs and mission needs and concepts that may have emerged from command and NAF planning conferences. This also presents the opportunity to address Requirements CS re-prioritized individual requirements. This meeting also initiates the conversion of the current approved Reserve Modernization List into the next Reserve Modernization Book. During the spring meeting A5R updates the status of AFRC programs to include NGREA expenditure/obligation rates to the A5A8. A5R has the option to conduct reviews on a quarterly basis when tempo deems so.

**Figure 1.3. (Added-AFRC) AFRC Requirements Process Timeline.**



2

**1.5. Policy.** The CSAF has directed AF/A5R to be the single focal point for all operational requirements issues and the AFROC is the AF corporate board for validation of operational capability requirements. There are subsets of organizations that assist AF/A5R in executing AF requirements, however; AF/A5R may request the AFROC review of any of these programs, as required. Unless otherwise required to obtain joint validation, in accordance with CJCSI 3170.01, the following authorities apply.

1.5.1. Requirements that are primarily or wholly medical or medical support in nature are validated under the Surgeon General's Requirements for Operational Capabilities Council. OPR is AF/SG5R.

1.5.2. Requirements that are primarily or wholly related to security forces functional issues are validated under the AF Security Force Center process. OPR is AF/A7SX.

1.5.3. United States Special Operations Command (USSOCOM) has validation authority for requirements (JCB Interest and below) and urgent needs unique to Special Operations. OPR is AF/A3O.

1.5.4. The Defense Business Council has validation authority for Defense Business Systems (DBS). OPR is SAF/US(M).

1.5.5. Operational Information Systems (IS) solutions where associated hardware is Commercial off the Shelf/Government off the Shelf (COTS/GOTS) and software development costs are less than \$15M are not required to use the JCIDS process. MAJCOMs have approval authority for IS solutions with software development costs less than \$15M.

1.5.6. The Nuclear Weapons Council (NWC) has oversight of Joint DoD/Department of Energy (DOE) nuclear weapons life cycle activities per DODI 5030.55, *DoD Procedures for Joint DoD-DOE Nuclear Weapons Life Cycle Activities*. These joint programs support nuclear deterrence capability requirements that may be outside of the JCIDS process. During Joint DoD/DOE program executions, the DoD/AF will comply with JCIDS requirements, as applicable, when developing DoD-specific components or subcomponents to a nuclear weapon. OPR is AF/A10.

1.5.7. Requirements that are primarily funded with National Intelligence Program funding will be developed, reviewed and validated in accordance with the Intelligence Community (IC) Capability Requirements process. OPR is AF/A2.

1.5.8. Requirements that are primarily funded with Military Intelligence Program funding will be developed, reviewed and validated under the JCIDS process. OPR is AF/A2.

1.5.9. Requirements that are primarily related to Explosive Ordnance Disposal (EOD) functional issues are validated under the process outlined in DODD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training (EODT&T)*. OPR is AF/A7C.

1.5.10. Requirements that are primarily related to civil engineer functional issues are validated under the Air Force Civil Engineer Center (AFCEC) process. OPR is AF/A7CX.

**1.6. Waiver Authority.** AF/A5R is the waiver authority for the provisions in this instruction. Waiver requests shall contain compelling justification and must be submitted formally through AF/A5R-P.

**1.7. AF/A5R-P Website.** Additional requirements guidance and information, to supplement this AFI is located on the AF/A5R-P NIPRNET website which can be located on the AF Portal by navigating to "Organizations" and then to "AF/A5R-P-Requirements".

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Purpose.** This chapter defines the authority, roles, and responsibilities for organizations involved with defining, developing, documenting, validating, approving, and managing AF JCIDS requirements.

**2.2. Authority.** The CSAF is responsible for AF JCIDS requirements development; however, authority is normally delegated to the Vice Chief of Staff (VCSAF). The oversight for the AF JCIDS requirements development process and procedures has been further delegated through the Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3/5) to the Director of Operational Capability Requirements (AF/A5R).

**2.3. Roles and Responsibilities.** The roles and responsibilities for organizations affecting the AF operational capability requirements development process are defined in subsequent paragraphs. This list is not exhaustive. Other organizations not specified in this document may provide expertise in certain situations to assist in the production of AF JCIDS requirements documents.

#### **2.3.1. Deputy Chief of Staff for Operations, Plans and Requirements (AF/A3/5):**

2.3.1.1. Responsible for AF JCIDS planning and requirements development processes and procedures. Delegates oversight and execution authority to AF/A5R.

2.3.1.2. Ensures AF doctrine influences AF related JCIDS requirements, policies, plans, programs, and strategies.

#### **2.3.2. Director, Operational Capability Requirements (AF/A5R):**

2.3.2.1. Responsible, by delegation, for AF sponsored JCIDS requirements policies, processes and activities.

2.3.2.2. Provides support and preparation to the VCSAF and other AF senior leaders for Joint Requirements Oversight Council (JROC) meetings.

2.3.2.3. Provides the AF principal for the Functional Capabilities Boards (FCB) and the Joint Capabilities Board (JCB).

2.3.2.4. AF/A5R(J) shall serve as the primary AF representative to the Joint Capabilities Board (JCB) and is the primary plus-one attendee to the JROC (VCSAF is the AF JROC principal) for all JCIDS topics, unless access constraints exist as determined by SAF/AAZ. In those cases where A5R(J), A5R, and DA5R cannot obtain the necessary access authority SAF/AAZ will normally pick-up these A5R(J) responsibilities.

2.3.2.5. Develops and coordinates the AF position and provides the necessary support for AF principals before, during, and after FCB Working Groups (WGs), FCBs, JCBs, and JROCs.

2.3.2.6. Tracks all AF associated Joint Requirements Oversight Council Memorandum (JROCM) action items and assigns responsibility to execute AF actions.

2.3.2.7. Coordinates AF position for all JROCMs, regardless of Service or ACAT level, and prepares and staffs JROCM packages to the VCSAF for signature.

2.3.2.8. Coordinates with other Headquarters Air Force (HAF) directorates, Joint Staff and Office of the Secretary of Defense (OSD) and Combatant Commands to resolve requirements issues.

2.3.2.9. Ensures other Services' requirements receive applicable AF functional review.

2.3.2.10. Chairs the AFROC and the Air Force Requirements Review Group (AFRRG). The AFRRG chairman responsibilities are delegated to AF/DA5R.

2.3.2.11. Coordinates and approves Initial Requirements Strategy Reviews (RSR).

2.3.2.12. Assigns an AF/A5R directorate/division to execute the requisite responsibilities for all requirements topics. Exercises VCSAF authority to task responsible organizations within the HAF, MAJCOMs, and Agencies to review and staff JCIDS requirements documents and Comment Resolution Matrices (CRM).

2.3.2.13. Facilitates the High Performance Team (HPT) process for ACAT I programs, approves HPT membership, supports MAJCOM-led HPTs for ACAT II and III programs and provides lead and participant HPT orientation.

2.3.2.14. Reviews capabilities analysis used to support a JCIDS document to ensure studies are operationally relevant.

2.3.2.15. Consolidates CFMP linkages into the JCIDS process.

2.3.2.16. Validates draft AoA Study Guidance before submission to Office of the Secretary of Defense (OSD) Cost Assessment & Program Evaluation (CAPE). Approves additional guidance to supplement CAPE guidance, if needed. Approves AoA Study Guidance for AF delegated studies.

2.3.2.17. Reviews and approves AF Form 1067s as required. See [Chapter 6](#) for additional information on the AF Form1067 process.

### 2.3.3. **AF/A5R-P:**

2.3.3.1. Administers the AFRRG and the AFROC.

2.3.3.1.1. Prepares AFROC After Action Reports (AAR) for VCSAF approval and AFROC Minutes for AF/A5R approval.

2.3.3.1.2. Prepares Air Force Requirements Oversight Council Memorandums (AFROCM) for AF/A5R signature.

2.3.3.2. Administers Follow-on RSRs.

2.3.3.3. Serves as the AF Gatekeeper (AFGK) and conducts all AFGK reviews. See [Chapter 3](#) for additional information.

2.3.3.4. Responsible for the standardization and quality of AF JCIDS requirements processes and products.

2.3.3.5. Tracks status of all associated AFROCM action items.

2.3.3.6. Integrates AF/A5R equities for all Integrated Priority Lists (IPL) actions and ensures all Capability Gap Assessments (CGA) JROCM actions assigned to the AF are completed.

2.3.3.7. Reviews and facilitates staffing and coordination for all JCIDS requirements documents.

2.3.3.8. Submits JROC/JCB Interest Documents for FCB Draft. Submits Joint Integration Documents to the JS/Gatekeeper for JS certifications as required.

2.3.3.9. Tracks status of UON, JUON, JEON and CSAF directed QRC requests.

2.3.3.10. Administers Requirements Manager Certification Training (RMCT) program for the USAF.

2.3.3.11. Reviews and coordinates AF Form 1067s for approval as required.

#### **2.3.4. AF/A5R Functional Division:**

2.3.4.1. Reviews, updates and provides an assessment of, as necessary, all documents and associated materials within their portfolios submitted from the Sponsor for AF/A5R, AFRRG, and AFROC review/validation.

2.3.4.2. Provides Subject Matter Expertise for any AFRRG or AFROC topic within their portfolio, or as directed by A5R. When SME does not reside within an A5R division, the designated division will identify the appropriate HAF or MAJCOM SME to support the AFRRG or AFROC.

2.3.4.3. Provides AFROC pre-briefs sheets, briefings and materials to AF/A5R-P.

2.3.4.4. Coordinates with document sponsor and AF/A5R-P on requirements strategy development.

2.3.4.5. Ensures all HPT, AFRRG and AFROC action items are resolved and ensures comments for AF requirements documents have been properly adjudicated.

2.3.4.6. Prepares staff packages for CSAF/VCSAF's approval to release AoA Study Plan to Director, CAPE as appropriate.

2.3.4.7. Provides O-6 level, RMCT trained, person for all AFROC & AFRRG meetings as appropriate.

2.3.4.8. Provides HPT support members, as appropriate, for operational capability requirements document development.

2.3.4.9. Provides an Information & Resource Support System (IRSS) Point of Contact (POC) to facilitate review of JCIDS requirements documents.

#### **2.3.5. AF Functional Capability Board (FCB) Leads:**

2.3.5.1. Provides AF O-6 level representation (referred to as AF FCB Leads) and action officer representation for FCB Working Group (FCB WG) meetings. Per the JROC Charter, AF FCB Leads are empowered to speak for the AF on all matters brought before the FCB or FCB WG forums.

2.3.5.2. Tracks status of all associated JROCM action items (including IPL CGA actions) assigned to their FCB portfolio when AF (or any AF organization) is designated as the OPR.

2.3.5.3. Ensures AF sponsor coordination with AF/A5R Directorates/Divisions on items that are required (by this AFI) to obtain AFROC review/validation or AF approval before proceeding to an FCB, JCB or JROC.

2.3.5.4. As designated, by the JS GK, acts as the OPR for coordination and preparation of the AF position for all non-AF JCIDS documents. Provide O-6 (AF FCB Lead) endorsement of AF position, or obtain General Officer (GO)-level coordination (normally A5R(J)) when position is AF non-concur. See [Chapter 5](#) for more detail.

2.3.5.5. Facilitates preparation of AF principals on all topics for JCB and JROC forums.

**2.3.6. Directorate of Operational Planning, Policy, and Strategy (AF/A5X):**

2.3.6.1. Collaborates with AF/A8X, MAJCOMs, other Services, and the defense S&T community to support future AF capabilities development through concept development and experimentation.

2.3.6.2. Ensures AF Counter-Chemical, Biological, Radiological, and Nuclear (C-CBRN) and CBRN survivability concerns are appropriately addressed in all AF and Joint operational capability documents.

2.3.6.3. Ensures Air Force and Joint operational capability documents are compliant with international arms control treaties.

2.3.6.4. Provides HPT support members, as appropriate, for operational capability requirements document development.

2.3.6.5. Provides O-6 level, RMCT-trained advisor for all AFRRG events.

2.3.6.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.7. Assistant Secretary of the Air Force, Acquisition (SAF/AQ):**

2.3.7.1. Certifies (with the implementing command), those requirements as described in ACAT I and non-delegated ACAT II CDDs: 1) can be translated for evaluation in a source selection in a clear and unambiguous way; 2) are prioritized (if appropriate); 3) are organized into feasible increments of capability; and 4) are technically feasible within programmatic limits. Certification occurs concurrently with presentation to the AFROC.

2.3.7.2. Ensures life cycle cost assessments, cycle times, and requirements tradeoffs are addressed in acquisition decision forums, to include Configuration Steering Boards and AF Review Boards.

2.3.7.3. Ensures tradeoff analyses of program life cycle cost / capability analysis are produced to capture tradespace and are provided before all requirements oversight reviews (e.g. AFRRG, AFROC) for affordability decisions.

2.3.7.4. Notifies AF/A5R in advance of programs exceeding tripwire criteria as outlined in paragraph 4.8.9. of this AFI to trigger return to the AFROC.

2.3.7.5. Executes the QRC Process to satisfy urgent and emergent operator needs, as described in AFI 63-114.

2.3.7.6. Oversees the AF modification process as described in AFI 63-131, *Modification Management* and ensures that it is consistent with this instruction.

2.3.7.7. Ensures the acquisition community works collaboratively with the requirements community beginning with the CBA and continuing through development and review of AoAs, ICDs, Draft CDDs, CDDs, CPDs, and Joint DCRs.

2.3.7.8. Participates in operational requirements strategy development through the AFRRG. Ensures acquisition issues are addressed during the development of the operational capability.

2.3.7.9. Ensures all operational capability requirements documents are reviewed for technical sufficiency and technical feasibility with respect to the systems engineering elements. See AFI 63-101/20-101 for additional information on systems engineering.

2.3.7.10. Provides HSI endorsement for all programs that are reviewed by the AFROC.

2.3.7.11. Provides a HSI advisor to all AFROC and AFRRG events.

2.3.7.12. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.7.13. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.7.14. Provides core/support HPT members, as appropriate.

2.3.7.15. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.8. Administrative Assistant Secretary of the Air Force, Directorate for Security, Counterintelligence and Special Program Oversight (SAF/AAZ):**

2.3.8.1. Serves as the AF Special Access Program Central Office (SAPCO) and serves as the single entry point for JROC SAP level program coordination.

2.3.8.2. Receives notification of SAP topics involved in the JROC process from the J8 SAPCO. Determines appropriate HAF office/personnel and ensures personnel designated to represent the AF have the appropriate clearances.

2.3.8.3. For topics originating from another service, coordinates with AF Principal and other service's POC to schedule pre-briefs.

2.3.8.4. Provides GO level RMCT trained principal to JCB and plus-one to JROC when classification constraints prevent AF/A5R(J) participation.

**2.3.9. Office of the Secretary of the Air Force, Information Dominance and Chief Information Officer (SAF/CIO A6):**

2.3.9.1. Participates in operational requirements strategy development. Ensures interoperability and AF and Joint information strategy issues are addressed to provide for long-term viability of the operational system and compliance with Federal and DoD mandates.

2.3.9.2. Ensures all elements of the Net Ready Key Performance Parameters (NR KPP) are properly addressed IAW most current issue of CJCSI 6212.01, *Net Ready Key Performance Parameter*, in operational capability requirements documents and coordinates with JS/J6 for NR KPP certification.

2.3.9.3. Ensures effective and efficient IT management as required by Congressional statutory and DoD regulatory requirements (e.g. Clinger Cohen Act and DoD 5000 series) throughout the requirements process.

2.3.9.4. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.9.5. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.9.6. Provides core/support HPT members, as appropriate, for operational capability requirements document development.

2.3.9.7. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.10. Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance (AF/A2):**

2.3.10.1. Provides AF policy and guidance relative to intelligence in acquisition and ensures Joint portfolio management is aligned with the current JCAs in accordance with DoDD 7045.20, *Capability Portfolio Management*, AFI 14-111, *Intelligence Support to the Acquisition Lifecycle*, and as per AFD 16-7, *Special Access Programs*.

2.3.10.2. Participates in operational requirements strategy development. Ensures intelligence issues are addressed during the development of the operational capability.

2.3.10.3. Ensures all operational capability requirements documents are reviewed for sufficiency in intelligence mission data, threat and any other relevant intelligence content pertinent to mandatory KPPs. As per DoDD 7045.20 ensures consistency with Joint portfolio management as aligned with the current JCAs.

2.3.10.4. Assists organizational intelligence elements in the identification of Intelligence Mission Data (IMD) and in the development of Life Cycle Mission Data Plans (LMDPs) as a component of Requirements and Acquisition community documentation.

2.3.10.5. Supports Intelligence Requirements Certification process IAW CJCSI 3170.01, CJCSI 3312.01 and CJCSI 6212.01. Reviews and coordinates on requirements documents for Joint Military Intelligence Requirements Certification and assists sponsor in obtaining JS/J2 Intelligence Certification.

2.3.10.6. Provides threat assessment products for AoA study teams and program offices at required ICD, CDD and T&E milestones.

2.3.10.7. Coordinates Intelligence inputs to life cycle cost assessments for CDDs and CPDs.

2.3.10.8. Liaison with the Intelligence community to provide IMD availability per DoDD 5250.01 policy and process.

2.3.10.9. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.10.10. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.10.11. Provides core/support HPT members as appropriate for operational capability requirements document development.

2.3.10.12. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.11. Deputy Chief of Staff, Logistics, Installations & Mission Support (AF/A4/7):**

2.3.11.1. Participates in operational requirements strategy development. Ensures logistics and environmental issues are addressed to provide for long-term viability of the operational system, system availability requirements, a reduced logistics footprint, optimizing AF enterprise sustainment capabilities, and AF control of the System product support.

2.3.11.2. Ensures operational capability requirement documents contain executable supportability and life cycle sustainment strategies for effective operational logistics support of materiel, systems, installations and mission-support requirements.

2.3.11.3. Ensures AF CBRN defense concerns are appropriate and accurate in all AF and Joint operational capability requirements documents. **NOTE:** AF/A4/7 provides agile combat support for most, but not all, systems. Examples of systems falling outside AF/A4/7's logistics support structure include cyberspace weapon systems, AOCs, and most IT/knowledge operations. For systems/products outside AF/A4/7's portfolio, material, systems, installations and material support requirements planning will be provided by the appropriate HAF functional area with AF/A4/7 advice as needed.

2.3.11.4. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.11.5. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.11.6. Provides core/support HPT members as appropriate for operational capability requirements document development.

2.3.11.7. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.12. Deputy Chief of Staff, Strategic Plans & Programs (AF/A8):**

2.3.12.1. In collaboration with SAF/AQ, advises the AFRRG and the AFROC on program affordability.

2.3.12.2. Ensures program funding will be aligned with the validated requirement for each acquisition phase.

2.3.12.3. Supports AF/A5R in consolidating CFMP linkages into the JCIDS process.

2.3.12.4. Collaborates with AF/A5X, MAJCOMs, other Services, and the defense S&T community to support future AF capabilities development through concept development and experimentation.

2.3.12.5. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.12.6. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.12.7. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.13. Studies & Analyses, Assessments and Lessons Learned (AF/A9):**

2.3.13.1. As OPR for the AF Risk Assessment Framework, assists Lead Commands in developing metrics consistent with the Chairman's Common Risk Framework to facilitate standardized methods of analysis.

2.3.13.2. Provides analytical expertise, technical advice, guidance and recommendations on military risk (operational, force management, institutional, future challenges) assessments.

2.3.13.3. For select issues identified by the AFROC during the AoA Study Plan approval, performs independent analysis of AoAs to enhance confidence in results. Select AoAs will be identified by the AFROC during the AoA Study Plan approval.

2.3.13.4. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.13.5. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.13.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.14. Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10):**

2.3.14.1. Provides HAF liaison to the Nuclear Weapons Council and AF Nuclear Enterprise for requirements concerning AF nuclear weapons/weapon systems programs.

2.3.14.2. Ensures all nuclear capabilities requirements documents are reviewed for accurate assessment of supportability and integration with the AF Nuclear Enterprise.

2.3.14.3. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.14.4. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.14.5. Provides core/support HPT members, as appropriate, for nuclear operational capability requirements document development.

2.3.14.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.15. Directorate of Test & Evaluation (AF/TE):**

2.3.15.1. Ensures AF requirements are clearly stated, measurable and testable.

2.3.15.2. Supports development of operational capability requirements documents and ensures appropriate (direct and/or designated) participation in HPTs.

2.3.15.3. Supports the operations, acquisition, and sustainment communities' efforts to acquire and maintain operationally effective, suitable, and survivable systems.

2.3.15.4. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.15.5. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.15.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.16. Air Force Operational Test and Evaluation Center (AFOTEC):**

2.3.16.1. Reviews all operational capability requirements documents and related concepts for OT&E issues.

2.3.16.2. For programs where AFOTEC is the lead operational test agency, AFOTEC/CC certifies that the requirements in the CDD and CPD are clearly stated, testable and measurable in conjunction with the AFROC. Certification occurs concurrently with presentation to the AFROC. NOTE: For Air Force programs where a Lead Command is the lead operational test organization (OTO), the MAJCOM OTO/CC will submit the certification concurrent with presentation to the AFROC.

2.3.16.3. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.16.4. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.16.5. Provides core/support HPT members as appropriate for operational capability requirements document development.

2.3.16.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.17. Air Education and Training Command (AETC):**

2.3.17.1. Coordinates on all AF operational capability requirements documents and other Service requirements documents for AF training implications.

2.3.17.2. Provides guidance, assists in the development of, and reviews AF training plans and systems before CDD approval.

2.3.17.3. Provides input and guidance on the Training KPP.

2.3.17.4. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.17.5. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.17.6. Provides core/support HPT members as appropriate for operational capability requirements document development.

2.3.17.7. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

**2.3.18. Lead Command/CFLI:**

2.3.18.1. Sponsors operational capability requirements documents.

2.3.18.2. Develops requirements strategy and presents to AFRRG for approval.

2.3.18.3. Conducts analyses to support AF and Joint requirements to include CBAs and AoAs with assistance from AFMC/OAS.

2.3.18.4. In conjunction with the Implementing Command, produces and presents cost capability analysis, provides results at all requirements and acquisition forums, and includes in AoA Final Reports, CDDs, and CPDs. Analysis will capture all interrelated systems needed to accomplish the mission.

2.3.18.5. Uses CFMP risk assessments when developing requirements risk assessments for all programs within their portfolio for validation by the AFROC in support of the JCIDS and PPBE processes. Additionally, provides risk assessment to AF/A5R

facilitator for all AF-sponsored JCIDS documents within their service core function and AFROC decision topics as required.

2.3.18.6. Through the CFMP, provides a strategic vision for the Service Core Function (SCF) and force structure options to inform the requirements process, the PPBE process, and the acquisition process, to ensure consistency with strategic direction and capability requirements.

2.3.18.7. Builds and documents the enterprise architecture, Concept of Operations (CONOPS) and relevant concepts, defining the mission context required for the capability's requirements analysis, acquisition, operations, test, training, and sustainment.

2.3.18.8. For intelligence-sensitive programs/initiatives, coordinates with the supporting intelligence representatives to detail the future threat environment and assess the extent of intelligence supportability, mission data, and infrastructure support that is required for the capability to be fully fielded and sustained (IAW AFI 14-111 and AFI 14-205, *Geospatial Information & Services* (GI&S)).

2.3.18.9. Coordinates with the Implementing Command and program office beginning with the RSR and throughout the requirements process to ensure the development of feasible capability requirements.

2.3.18.10. Ensures systems engineering considerations, as identified by the Implementing Command, (including, but not limited to operational safety, suitability, and effectiveness; environmental, safety, and occupational health; HSI; maintenance/sustaining engineering; product and system integrity; and software engineering) are addressed in all ICDs, CDDs, CPDs, and DCRs as appropriate.

2.3.18.11. Ensures life cycle sustainment requirements are addressed in all operational capability requirements documents.

2.3.18.12. Provides draft study guidance and study plan for AF AoAs to AF/A5R.

2.3.18.13. Certifies that requirements contained in the System Requirements Document (SRD) are accurately translated from the parent JCIDS document and that there is no unintended growth in requirements that could drive cost and schedule. The AFRRG will review SRDs for select programs.

2.3.18.14. Assists implementing command by coordinating on system requirements documents, acquisition strategies, and requests for proposals before relevant contracting actions.

2.3.18.15. Notifies AFROC before submittal of an AF response to the JROC regarding Critical Change Reports (CCR), 10% Tripwire briefs and Nunn-McCurdy Breach presentations. See the JCIDS Manual for additional guidance.

2.3.18.16. Maintains and updates, as necessary, a list of ongoing and forecasted CBAs and AoAs with traceability to the CFMP; presents status briefing for CBAs and AoAs to the AFROC annually (per FY) for review. Submits study initiation memo in accordance with JCIDS Manual.

- 2.3.18.17. Provides requirements representation at all intermediate acquisition forums and provides feedback to AF/A5R to inform HQ level activities at AF Review Boards and Configuration Steering Boards.
- 2.3.18.18. Develops required briefings for AFRRGs, AFROCs, FCBs, JCBs, and JROCs.
- 2.3.18.19. Uploads requirements briefings, documents, and required documentation to IRSS.
- 2.3.18.20. Maintains a 12-month forecast of upcoming requirements events for all programs in their portfolio. Forecast will include estimated dates for upcoming HPTs, AFRRGs, and AFROC topics. Quarterly updates are submitted to AF/A5R-P and AF/A5R Functional Division/Facilitators for planning purposes.
- 2.3.18.21. Develops modification requests IAW AFI 63-131 for assigned weapon systems.
- 2.3.18.22. MAJCOM Director of Requirements approves AF Form 1067 modification requests less than \$50M. Refer to [Chapter 6](#) for additional details.
- 2.3.18.23. Sponsor coordinates with AF/A5R Functional Division and/or AF FCB Lead before interacting with the Joint Staff and/or OSD on requirements matters.
- 2.3.18.24. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.
- 2.3.18.25. Provides O-6 level, RMCT-trained principal for all AFRRG events.
- 2.3.18.26. Participates in HPTs (as lead, and/or core and support member as necessary) for operational capability document development, and provides consultation to AF/A5R on HPT membership.
- 2.3.18.27. Provides an IRSS POC to facilitate command-wide review of JCIDS requirements documents. **NOTE:** For Air Force programs where a Lead Command is the lead operational test organization (OTO), the MAJCOM OTO/CC will submit the certification concurrent with presentation to the AFROC. **NOTE:** Direct Reporting Units (DRU), and Field Operating Agency (FOA) with no direct MAJCOM oversight can introduce documents into the JCIDS process and will meet all required certifications and follow all guidance specified for Lead Commands when acting in this capacity. FOAs with MAJCOM oversight will work with the Lead Command requirements office to initiate the JCIDS process. Reference AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* for additional information on Lead Command designation.
- 2.3.18.28. **(Added-AFRC)** The Air Force designates a "lead command" when more than one MAJCOM possesses the same type of weapon system. It designates all other MAJCOMs as "user" or "operating" commands. The lead command for weapon systems operated by both active MAJCOMs and the Air Reserve Component (ARC) prioritizes requirements, resources, and schedules within a Total Force context. The Air Force normally gives priority to warfighting tasked forces which enter the fight first. According to Air Force policy, if the Office of the Secretary of Defense (OSD) or Congress approves items to improve mission capability, the Air Force will make every effort to take advantage of the opportunity. However, this should be balanced with the

Air Force effort to maintain fleet-wide configuration control for commonality and interoperability within Total Force operations.

2.3.18.29. **(Added-AFRC)** The WC-130 is the only aircraft for which AFRC is the designated lead command (specialized mission equipment only). Lead command responsibility for all other AFRC weapon systems is assigned to ACC, AMC, AFSOC, AFGSC and AFSPC according to AFPD 10-9 and AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*.

**2.3.19. Operating Command:**

2.3.19.1. Provides a focal point to facilitate command-wide review of operational capability requirements documents.

2.3.19.2. Provides core/support HPT members as appropriate for operational capability requirements document development and associated analysis.

2.3.19.3. Provides stakeholder inputs to the HPT lead and supports the briefings required at the AFRRG, AFROC, FCB, JCB, and JROC.

**2.3.20. Implementing Command (Air Force Materiel Command (AFMC), Air Force Space Command (AFSPC), or Air Force Civil Engineering Center (AFCEC)):**

2.3.20.1. Provides core and support HPT members as appropriate for operational capability requirements document development.

2.3.20.2. Conducts development planning as necessary to support requirements development activities and decisions.

2.3.20.3. Provides relevant information about prospective materiel solutions (e.g., the Concept Characterization and Technical Descriptions (CCTD)) to the Lead Command and SAF/AQR to inform requirements development and oversight activities supporting acquisition milestones, decision points, and phases.

2.3.20.4. Functions as the single point of entry (AFLCMC/XZI for non-space, AFSPC/A5X for space collateral programs, AFSPC/A8Z for SAP programs, and AFCEC/CXA for civil engineering programs) for receiving, evaluating, and responding to all requests for acquisition resources in support of pre-MDD development planning efforts for which there is no established program. Manages and executes resources to conduct DP activities in response to CFLI-documented capability needs to include performing early systems engineering and developing mature prospective materiel solutions before the AoA.

2.3.20.5. Assists the Lead Command in developing and preparing or executing AoAs and performing or contracting for concept studies.

2.3.20.6. Supports and briefs program management aspects at AFRRG, AFROC, FCB, JCB, and JROC, as appropriate.

2.3.20.7. In conjunction with the Lead Command, produces and presents life cycle cost vs. capability analysis and provides results at all requirements and acquisition forums and include in AoA Final Reports, CDDs, and CPDs.

2.3.20.8. Supports efforts to ensure capability mission effectiveness is assessed and life cycle cost analysis includes all interrelated systems needed in the expected operational environment to accomplish the end-to-end mission in terms of weapons, sensors, Command & Control, and platforms, to include integration costs.

2.3.20.9. Provides analytic expertise, assistance and guidance to ensure Sustainment KPPs and enterprise level considerations are properly addressed in operational capability requirements documents.

2.3.20.10. Certifies (with SAF/AQ) those requirements as described in ACAT I and CDDs: 1) can be translated for evaluation in a source selection in a clear and unambiguous way; 2) are prioritized (if appropriate); and 3) are organized into feasible increments of capability; 4) are technically feasible within programmatic limits. Certification occurs concurrently with presentation to the AFROC.

2.3.20.11. Attests that the capability requirements as described in all CPDs and delegated ACAT II and below CDDs are feasible. Attestation will be completed concurrently with document presentation to the AFROC.

2.3.20.12. Assists AF acquisition program offices with intelligence-sensitive programs in defining, documenting and resolving relevant threat, intelligence supportability and infrastructure requirements to support operational system development, test & evaluation and acquisition (IAW AFI 14-111 and AFI 14-205).

2.3.20.13. Applies disciplined systems engineering work-processes and builds/acquires the necessary tools to effectively manage the capability throughout its lifecycle, documented in all ICDs, CDDs and CPDs.

2.3.20.14. Provides intelligence health assessments to AF/A2 to support JCIDS intelligence certification process.

2.3.20.15. Provides awareness, source information, and evaluation results for technology exploration activities in support of development of appropriate operational capability requirements documentation.

2.3.20.16. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.20.17. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.20.18. Provides an IRSS POC to facilitate command-wide review of JCIDS requirements documents.

**2.3.21. Air Reserve Component (National Guard Bureau and Air Force Reserve Command):**

2.3.21.1. Coordinates with Lead Command during development of operational capability requirements documents for capabilities needed to accomplish assigned missions.

2.3.21.2. Provides a focal point to coordinate operational capability requirements documents with appropriate commands/agencies during document development and resolution of comments.

2.3.21.3. Provides GO level, RMCT-trained principal for all AFROC events and is able to speak for all organization responsibilities.

2.3.21.4. Provides O-6 level, RMCT-trained principal for all AFRRG events.

2.3.21.5. Provides core/support HPT members as appropriate for operational capability requirements document development.

2.3.21.6. Provides an IRSS POC to facilitate review of JCIDS requirements documents.

2.3.21.7. **(Added-AFRC)** AF/RE Responsibilities: Program management executive for command long range Modernization Planning.

2.3.21.7.1. **(Added-AFRC)** AF/RE Responsibilities: OPR for AFRC Modernization Planning.

2.3.21.7.1.1. **(Added-AFRC)** Interfaces with Congress, OSD, SAF/AQ, AF/XOR, NGB, AFOTEC, AATC, and applicable Integrated Product Teams (IPT) during system development.

2.3.21.7.1.2. **(Added-AFRC)** AFRC focal point for AF/XOR requirements issues. Notifies AF/XOR, SAF/AQ, and HQ AFRC/A5R when proposed systems do not meet operational requirements.

2.3.21.7.1.3. **(Added-AFRC)** Submits annually (1 February) to AF/XOC a three-year funding forecast for studies, when applicable (reference AFI 10-601). REX briefs this forecast, when applicable, to the CS Council membership.

2.3.21.7.1.4. **(Added-AFRC)** Issues S&A contracts, oversees contractors, and ensures programs track technically and financially.

2.3.21.7.1.5. **(Added-AFRC)** Air Staff interface for coordinating and representing AFRC on all requirements issues. Assists AF/XOR in identifying required organizations for tasking. Reviews appropriate documents before program decisions are made (reference AFI 10-601).

2.3.21.8. **(Added-AFRC)** HQ AFRC/A5A8 Responsibilities: The AFRC requirements executive and principal agent for AFRC operational requirements. Program management executive for Reserve Equipment Account procurement (NGREA 0350). Maintains overall responsibility for operational requirements documents and matters pertaining to operational requirements within the command. Provides Command and Air Staff guidance to the RO process.

2.3.21.9. **(Added-AFRC)** HQ AFRC/A5R Responsibilities: OPR for the Requirements Acquisition process (reference AFI 10-601). Develops policy, procedures, and planning guidance for AFRC requirements. Tracks acquisition programs and execution of funds for AFRC.

2.3.21.9.1. **(Added-AFRC)** MAJCOM interface for coordinating and representing AFRC on all requirements issues. Monitors acquisition, modification and upgrade programs of AFRC, lead commands, supporting commands, and AFMC to ensure AFRC mission needs are met. Notifies applicable lead command staffs and AF/REX when proposed systems do not meet operational requirements.

- 2.3.21.9.2. **(Added-AFRC)** OPR for the execution and program management of Reserve Equipment Account procurement (NGREA 0350).
- 2.3.21.9.3. **(Added-AFRC)** OCR for executing AF Forms 1067 through the requirements process (A4 is OPR).
- 2.3.21.9.4. **(Added-AFRC)** OPR to develop, review, and coordinate operational requirements documents, PMD, and AoA (COEA) documents with applicable commands and agencies. Receives all externally generated draft operational requirements documents, AoAs (COEAs) from other commands or operating agencies, as well as PMDs from HQ AF. Coordinates and consolidates AFRC responses to these documents. Maintains a record file on the disposition of comments. Maintains a file of all operational requirements documents, AoAs (COEAs), and PMDs received for AFRC coordination. Maintains a file of all active and inactive AFRC-originated operational requirements documents and their status.
- 2.3.21.9.5. **(Added-AFRC)** OPR for the Requirements RROC and CS meetings. Plans, schedules and conducts the Requirements RROC and CS meetings at the direction of the A5A8 and Council Chair. Ensures production and distribution of Requirements RROC and CS meeting minutes. Ensures MDS AOs notify the submitting agencies of program status after the Requirements CS meetings.
- 2.3.21.9.6. **(Added-AFRC)** Ensures HQ AFRC/A6, as the Communications-Computer System Integration (CSI) function, reviews applicable operational requirements documents, for communications/computer support requirements.
- 2.3.21.10. **(Added-AFRC)** HQ AFRC/FM Responsibilities: Financial management POC for Weapons System Sustainment, O&M and NGREA funds.
- 2.3.21.10.1. **(Added-AFRC)** HQ AFRC/FMA/FMP Responsibilities: Provides advice on all financial matters.
- 2.3.21.10.2. **(Added-AFRC)** Appoints financial advisors to the RDTs as requested by MDS AOs. RDT financial advisors advise the RDT on all financial issues, including propriety of using particular funds, methods for distribution of funds, bona fide need, fiscal integrity, upward obligation adjustments, etc. Financial advisors assist in developing and coordinating requirement data packages regarding all financial issues.
- 2.3.21.11. **(Added-AFRC)** HQ AFRC/A4 Responsibilities: Program management executive for Command Weapon System Sustainment (WSS) 3740, which includes weapons systems engineering, and is part of established AFMC Centralized Asset Management (CAM) processes.
- 2.3.21.11.1. **(Added-AFRC)** A4P is OPR for the program management of Weapons System Sustainment funds (3740) that pay for services acquired from AFMC.
- 2.3.21.11.2. **(Added-AFRC)** Chairs the AFRC Configuration Review Board (CRB). Appoints a recorder to manage and distribute the CRB agenda and minutes.
- 2.3.21.11.3. **(Added-AFRC)** OPR for executing AF Forms 1067 through the requirements process. Assigns AFRC tracking numbers and appoints an action

officer for each command modification proposal. Modification action officer executes AF Forms 1067 through the CRB and requirements process.

2.3.21.11.4. **(Added-AFRC)** MAJCOM approval authority to sign AF Form 1067 for AFRC modifications. Forwards a copy of AFRC modification proposal approval/disapproval correspondence upon return to AFRC to MDS AOs.

2.3.21.12. **(Added-AFRC)** HQ AFRC Configuration Review Board (CRB) has the following Responsibilities:

2.3.21.12.1. **(Added-AFRC)** The HQ AFRC CRB chaired by HQ AFRC/A4M, acts as the command Modification Review Board (MRB) and the command certification and approval authority for all AFRC modification proposals affecting AFRC assets.

2.3.21.12.2. **(Added-AFRC)** HQ AFRC/A4M chairs the HQ AFRC CRB. HQ AFRC A4M/ A5R/ A3T/ A4S/ SEF/ FMA/ CEP assigns necessary division/section level voting representatives to the CRB. Additional advisory members are appointed by the chairperson as needed. Representative CRB divisions/sections assign Functional Area Managers (FAM), Weapons System Managers (WSM), or Equipment Specialists (ES) for staffing modification proposals as needed. The advisory members provide program expertise and may assist in prioritizing modification needs for submission through their division's voting members to the CRB, lead command CCB, or AFRC RROC. They may brief board members on specific details such as risk factors, impact, etc., to assist in modification deliberations, prioritization, command validation and certification.

2.3.21.12.3. **(Added-AFRC)** The CRB convenes as necessary to review modification proposals. A4M forwards CRB-approved modification proposals to the applicable lead command for fleet wide consideration. Recommendations are by consensus. The chairperson determines a course of action for items of contention.

2.3.21.12.4. **(Added-AFRC)** The CRB may request clarifying information from units and offices that submit AF Forms 1067.

2.3.21.12.5. **(Added-AFRC)** The CRB assigns OPRs/OCRs as necessary to ensure command T-1/T-2 modification/ rescission directives are written, coordinated, and distributed as necessary.

2.3.21.12.6. **(Added-AFRC)** The CRB recorder prepares meeting minutes and distributes to CRB and Requirements CS members and advisors. The CRB recorder publishes a list of all active, rescinded, and pending modifications by 30 December of each year and distributes it to the command customers and suppliers accordingly. At a minimum, the listing identifies the modification number, title, affected asset(s), and status of all active and rescinded modifications for the fiscal year. Additionally, the CRB recorder will distribute P, T-1/T-2 modification directives to the NAF MRB's.

2.3.21.13. **(Added-AFRC)** HQ AFRC/A6 Responsibilities: Reviews applicable operational requirements documents for mission communications-computer support requirements according to AFI 10-601. OPR for C4 requirements policy and configuration control. Functional manager for all C4 requirements. Conduct software

configuration control according to the system Computer Resources Lifecycle Management Plan and applicable instructions.

2.3.21.14. **(Added-AFRC)** HQ AFRC Staff has the following Responsibilities:

2.3.21.14.1. **(Added-AFRC)** HQ directorates designate a division to serve as their focal point to support requirements development and coordination. These focal points are responsible for receiving requirements documents and ensuring those documents are routed to appropriate divisions within their directorate for coordination. These focal point divisions represent their directorate at Requirements CS meetings, CCBs, CRBs, and other division level requirements meetings. Where possible, directorates should use the appropriate Corporate Structure vehicle to advocate directorate requirements.

2.3.21.14.2. **(Added-AFRC)** HQ directorates provide permanent or advisory members for the RRWG/RROC/Council Requirements CS meetings as requested by the chairpersons.

2.3.21.14.3. **(Added-AFRC)** HQ divisions appoint a functional expert as HQ POC for each requirement proposal it is designated OPR for. The HQ POC (most often the applicable Functional Area Manager or FAM) is an RDT team member and assists the MDS AO in coordinating the proposal within HQ AFRC and with the originating NAF and the lead command, as necessary.

2.3.21.14.4. **(Added-AFRC)** HQ divisions support MDS AOs in assigning RDT members and functional experts as requested.

2.3.21.15. **(Added-AFRC)** 4 AF, 10 AF, and 22 AF have the following Responsibilities:

2.3.21.15.1. **(Added-AFRC)** Designate a division-level OPR for the requirements process. Each NAF OPR represents their NAF commander at Requirements CS meetings. The OPR represents NAF interests in coordination with HQ AFRC/A5R/A4M, HQ functional area division chiefs and AF/REX.

2.3.21.15.2. **(Added-AFRC)** Validate and consolidate their individual NAF requirements\* and submit them to the AFRC RO (HQ AFRC A5R and AF/REX) through recurring planning councils. NAF/Panel planning councils should be the primary source of the command's operational requirements and should be timed to cycle into the AFRC requirements timeline (**Figure 2.3**). \* AFRC HQ Mission Support Panels will conduct an ACS CPC(s) (individually or jointly).

2.3.21.15.3. **(Added-AFRC)** Establish an MRB from within their assigned staffs to align with the HQ AFRC CRB process. A modification proposal review process is established at all echelons within the command through the use of MRBs.

2.3.21.16. **(Added-AFRC)** NAF Modification Review Board (MRB) Responsibilities:

2.3.21.16.1. **(Added-AFRC)** Establish MRBs at all levels within the command to evaluate and validate modification proposals. MRBs meet as necessary to ensure successful customer-supplier support and an effective validation process.

2.3.21.16.2. **(Added-AFRC)** Voting members are assigned from collateral management team members authorized in the decision making process to commit resources from within their representative areas.

2.3.21.16.3. **(Added-AFRC)** Commit to achieve consensus for the use, assignment, and allocation of resources in the best interest of the organization, the customer, and the public. MRBs that supply proposals to the next echelon of the MRB evaluation process must ensure compliance with applicable acquisition/modification directives as well as the requirements set forth by the customer MRB or CRB.

2.3.21.16.4. **(Added-AFRC)** Provide meeting minutes to the applicable MRB's customers and suppliers.

2.3.21.16.5. **(Added-AFRC)** Designate functional area representatives within their organization to act as Modification Monitors (MM). MMs ensure tracking of modifications in and out of their organization/ functional area and assign control numbers. In addition, MMs advise collateral program and process managers (e.g., Base Level Suggestion Manager, Product Improvement Monitor, etc.) of modification status and ensure necessary documentation required by the collateral process. In some cases, a designated MRB or CRB recorder may accomplish this function.

2.3.21.16.6. **(Added-AFRC)** Maintain a file of all active applicable T-1/T-2 modification directives for assigned assets. The T-1/T-2 file is reviewed at least semiannually for modifications necessary to convert to permanent (P) status or needing extension waivers IAW AFI63-131, Chapter 3. T-1 and T-2 command recession directives are maintained on file for two years.

2.3.21.16.7. **(Added-AFRC)** Establish suitable metrics consistent with quality improvement principles to ensure their assigned MRB process is efficient, effective, value-added and customer oriented.

2.3.21.16.8. **(Added-AFRC)** NAF MRBs conduct annual reviews of proposed AFRC-initiated modifications by weapons system, category and classification. They forward a prioritized list of outstanding modifications to the HQ AFRC CRB (HQ AFRC/A4M) by 30 June of each year. NAFs who share equipment of common assets provide a consensus on the prioritized listing.

2.3.21.17. **(Added-AFRC)** AFRC            Operational            Wings/Units/Lead            Units  
Responsibilities:

2.3.21.17.1. **(Added-AFRC)** Establish processes to identify, validate, and coordinate requirements proposals to satisfy mission deficiencies and operational needs. These processes should align with respective Lead Unit/ NAF procedures.

2.3.21.17.2. **(Added-AFRC)** Establish and conduct periodic MRBs as directed by their NAF.

2.3.21.18. **(Added-AFRC)** 94th Airlift Wing, Financial Management Office (94th AW/FMFC) Responsibilities: 94th AW/ FMFC at Dobbins ARB is the command certifying official for NGREA appropriations and O&M funding for AFRC Operating Budget Account Number (OBAN) Military Interdepartmental Purchase Requests

(MIPR). The Defense Finance and Accounting Service is the paying office for all AFRC requirements.

2.3.21.19. **(Added-AFRC)** MAJCOM Requirements Advisors/Liaisons. Reserve advisors/liaisons to ACC, AMC, AFGSC, AFSPC and AFSOC advise the respective MAJCOM directorates and staff on all matters relating to Air Force Reserve modernization, requirements, acquisition, and test and evaluation. They provide liaison to HQ AFRC, AF/RE, and AATC.

2.3.21.20. **(Added-AFRC)** Source Selection Responsibilities:

2.3.21.20.1. **(Added-AFRC)** Source selection information is highly sensitive and requires constant vigilance to preclude release of information that could compromise the source selection process. Because of the close association with industry representatives, AFRC personnel must exercise every precaution in this respect. Although not necessarily classified, source selection information is considered FOR OFFICIAL USE ONLY and is protected from mandatory disclosure under the Freedom of Information Act (FOIA) of 1974. Source selection information consists of the Government's business strategy and may consist of, but is not limited to: source selection plans, proposed costs or prices submitted in response to a Federal agency solicitation, number of proposals submitted, name of any organization that has submitted a proposal, technical evaluations of proposals, cost evaluations of proposals, rankings of proposals, reports of source selection panels/boards, and other information marked as "SOURCE SELECTION SENSITIVE - See FAR 3.104."

2.3.21.20.2. **(Added-AFRC)** Proprietary information is also sensitive in that potential contractor's proposals often contain trade secrets or other information that legitimately must be protected from competitors. Proprietary information should be marked as such. Proprietary Data is protected from any disclosure under FOIA of 1974.

2.3.21.20.3. **(Added-AFRC)** Only persons who have been formally appointed to a particular source selection organization are authorized access to source selection information. If you are part of a source selection organization, you are not authorized to release source selection information to any person in your chain of command unless that person is also formally appointed to that same source selection organization. Both source selection and proprietary information must be protected from unauthorized disclosure even if not properly marked, as with dealing with classified information. Federal acquisition regulations give further information on source selection and proprietary information, and on the serious restrictions against receiving or disclosing such information.

2.3.21.20.4. **(Added-AFRC)** Document Dissemination to Contractors. AFRC personnel will not release requirements documents outside the Air Force until the document is approved. After approval, other agencies and contractors may obtain copies from the Air Force Information for Industry Office (reference AFI 10-601) or through the SPO (if the contractor has a contractual relationship with the AF).

2.3.21.21. **(Added-AFRC)** Fiscal Responsibilities:

2.3.21.21.1. **(Added-AFRC)** Program and financial managers are responsible to the functional director (HQ AFRC/A5A8/A4 and AF/REX) and financial management director (HQ AFRC/FM) for the execution of command 0350 programs. All programs are subject to monthly program reviews.

2.3.21.21.2. **(Added-AFRC)** Financial managers are responsible for propriety of funding, i.e., determining the specific appropriation to be used when financing specific projects.

2.3.21.21.3. **(Added-AFRC)** Program and Financial Managers:

2.3.21.21.3.1. **(Added-AFRC)** Prepare program and funding documents according to guidelines put forth in the HQ AFRC Financial Management operating instruction. HQ AFRC/FM is the final approval authority for the type of funding document employed.

2.3.21.21.3.2. **(Added-AFRC)** Determine the best program approach and which funding method is appropriate before releasing the funding document.

2.3.21.21.3.3. **(Added-AFRC)** Obtain a copy of the obligating document when funds are obligated. Together, they review the obligating document to ensure funds have been properly obligated according to the intent of the funding document.

2.3.21.21.3.4. **(Added-AFRC)** Conduct monthly reviews of accounting reports from DFAS. Together, they determine if there are discrepancies in the accounting records. They prepare and submit a monthly DFAS discrepancy report to the HQ AFRC/FM and applicable Functional Director. HQ AFRC/FM resolves the issue with the appropriate DFAS organization. Ninety days prior to funds expiration, affected program and financial managers present a program/financial review of all open discrepancies to the Financial and Functional Directors.

2.3.22. **AFMC/Office of Aerospace Studies (OAS):**

2.3.22.1. Assists AF/A5R, Lead Commands and field agencies with the development of CCTDs, AF study guidance, study plans, study organizing, and study execution for CBAs, Pre-MDD analyses, and AoAs.

2.3.22.2. Trains analysis leads, teams, and stakeholders. Training is based upon regulations, policy, best practices, and lessons learned. It is tailored to the specific analytic effort and addresses the planning, scoping, execution, and out-brief of the analysis.

2.3.22.3. Advises the Air Staff, AFROC, AFRRG, Lead Commands, teams, and stakeholders during the planning, execution, and review of the analysis.

2.3.22.4. Facilitates HPTs for developing AoA Study Guidance and AoA Study Plan.

2.3.22.5. Assesses the study guidance, study plan, and study final report/briefing. The assessment is advisory and given to the team, Lead Command, AFROC and AFRRG Principals.

2.3.23. **SAF/FMC and the Air Force Cost Analysis Agency (AFCAA):**

2.3.23.1. Provides cost guidance, oversight, review and limited analytical support.

2.3.23.2. Supports AoA cost analysis efforts.

2.3.23.3. Participates in the AoA to furnish guidance and policy in an advisory role.

2.3.23.4. Conducts a Non-Advocate Cost Assessment as resources allow.

**2.3.24. Air Force Requirements Review Group (AFRRG):**

2.3.24.1. Reviews and prioritizes AF operational requirements within the context of National Strategy and fiscal framework.

2.3.24.2. Evaluates alternatives to acquisition programs to meet operational requirements.

2.3.24.3. Conducts initial RSR to determine the best way to mitigate a capability gap, either through solutions which are materiel, non-materiel or a combination of both.

2.3.24.4. Reviews the following AF operational capability requirements documents: ICD, IS-ICD, Draft CDD, CDD, IS-CDD, CPD, AF originated Joint DCR, and AF DCR. Review follows an HPT and occurs before initial staffing and AFROC review and validation.

2.3.24.5. Reviews AF developed AoA Study Guidance, AoA Study Plans, and Final Reports.

2.3.24.6. Reviews SRDs for select programs.

2.3.24.7. Reviews all mandatory KPPs and KSAs in Draft CDDs, CDDs, and CPDs.

**2.3.25. Air Force Requirements Oversight Council (AFROC):**

2.3.25.1. Reviews, prioritizes and validates AF operational requirements within the context of National Strategy and fiscal framework.

2.3.25.2. Semiannually reviews and validates all risk assessments.

2.3.25.3. Evaluates alternatives to acquisition programs to meet operational requirements.

2.3.25.4. Reviews and validates DP priorities, FCCs, Air Force-sponsored JCTD submissions and Defense Advanced Research Projects Agency (DARPA) Memorandums of Agreement/Understanding based on recommendations from the DP and S&T governance structures.

2.3.25.5. Reviews, validates and recommends approval for the following AF operational capability requirements documents: ICD, IS-ICD, Draft CDD, CDD, IS-CDD, CPD, AF originated Joint DCR, and AF DCR.

2.3.25.6. Annually reviews a list of all CBA's and AoA topics for the upcoming year.

2.3.25.7. Validates AF developed AoA Study Plans and Final Reports.

2.3.25.8. Reviews non-AF AoA Study Plans and Final Reports with significant AF equity.

2.3.25.9. Validates UONs requests and Capability Transition Decisions (CTD) recommendations for all fielded UON/JUON/JEONs.

2.3.25.10. Records decisions and recommendations of the AFROC through signed AFROCM.

2.3.25.11. Ensures operational capability requirements documentation is prepared in accordance with AF and Joint Staff guidance.

2.3.25.12. The AFROC Special Session reviews and validates all AF operational capability requirements classified as SAP or having a classification level higher than Secret.

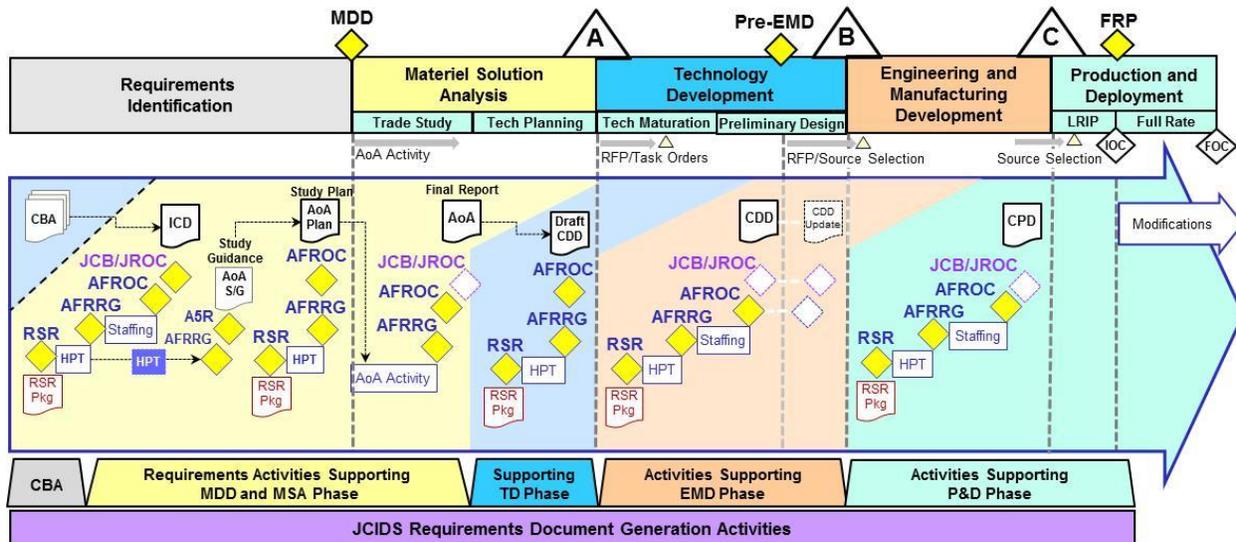
2.3.25.13. Reviews all mandatory KPPs and KSAs in Draft CDDs, CDDs and CPDs.

## Chapter 3

## REQUIREMENTS DEVELOPMENT &amp; OVERSIGHT

**3.1. Purpose.** This chapter provides a description of the AF-specific requirements development and oversight process and procedures.

**Figure 3.1. AF Requirements Development and Oversight Activities Supporting Acquisition Milestones, Decision Points and Phases.**



**3.2. Overview.** The requirements development process begins when a CBA or other source identifies a new requirement and leads a MAJCOM Sponsor to propose a new JCIDS document. Before any JCIDS action can be taken, the sponsor prepares an initial requirements strategy, submits the request to AF/A5R-P for an AF Gatekeeper review, and ultimately presents the proposal to the AFRRG for approval. The purpose of this initial RSR will be to gain corporate AF buy-in and agreement to proceed forward and enter JCIDS. Following AFRRG approval, the sponsor may then initiate document development via the HPT concept. The AFRRG will review the draft document before submitting it for formal JCIDS staffing, followed by validation and approval via AFROC, and JCB/JROC (when required). For subsequent documents supporting the next phase of acquisition, the process repeats when the sponsor develops the document strategy for the follow-on document (CDD, CPD) and submits an RSR request for AF Gatekeeper review.

**3.3. AF Gatekeeper (AFGK) Review.** An AFGK review is an O-6 level review conducted by AF/A5R-P with appropriate AF/A5R division(s) to assess a program's readiness from a procedural compliance standpoint to meet entry criteria for the next step in the requirements process.

3.3.1. An AFGK review is conducted for all RSRs (pre-HPT), all Document Reviews (post-HPT) and as part of the normal prep-cycle leading up to any AFRRG review. AFGK approval is required before proceeding with the next step in the requirements process. An AFGK review can be waived at the discretion of AF/A5R-P.

3.3.2. AFGK Activity. During the AFGK Review, AF/A5R-P and appropriate AF/A5R Division(s) provide guidance and instruction to the document sponsor in preparation for the RSR and HPT; review any previous documentation and/or higher headquarters direction, decision memoranda; ensure necessary involvement from AF organizations, OSD, Joint Staff and other Services or Agencies.

3.3.3. AFGK Output. The AFGK will provide the document sponsor with direction or required actions to be accomplished (as necessary). Actions will be captured via email.

**3.4. Requirements Strategy Review (RSR).** Purpose of the RSR is to provide an initial review of a program before entering the JCIDS process or to conduct a follow-on review of a program after it has entered JCIDS. See the AF/A5R-P Requirements Portal pages for additional information on the RSR process (procedures, checklists, timelines, and templates).

3.4.1. Initial RSR. An Initial RSR is conducted by the AFRRG before convening the HPT event for initial entry into the JCIDS process (e.g. ICD). The AFRRG will provide a cross functional, corporate evaluation of identified requirement gap(s) and determine how to best to close the identified gap through solutions which are materiel, non-materiel or a combination of both. An Initial RSR will also be used in situations where a non-AF ICD is intended to be used in place of an AF-sponsored ICD to initiate an AF program. In this case, an RSR would be required before to convening the HPT to begin work on the AoA Study Guidance and Study Plan.

3.4.2. Follow-on RSR. A Follow-on RSR is normally conducted by the AFGK before convening the HPT event for follow-on requirements documentation for a previously approved and ongoing AF program (e.g. AoA Study Plan, AoA Final Report, CDD, CPD). The RSR by the AF/GK may be elevated to the AFRRG or AFROC, as directed, to review program changes that have occurred since the initial strategy was approved (e.g. significant changes in requirements, funding, or schedule).

3.4.3. The sponsor develops the requirements strategy in collaboration with the appropriate AF CFLI, Operating Command (operators), and Implementing Command representatives (to include systems engineers, testers, sustainers, and acquisition-intelligence analysts.) The AFGK/AFRRG will review the requirements strategy to include the following as applicable:

3.4.3.1. The sponsor's CBA, the traceability to the CFMP and other CFMPs, and the linkages to the foundational requirements documents.

3.4.3.2. The risk assessment.

3.4.3.3. Relevant concepts that propose and describe solutions to the identified capability gap.

3.4.3.4. Determine if a materiel solution, non-materiel solution, or a combination of the two is required to mitigate the gap, determine which gaps will be mitigated in the CDD, or review the gaps mitigated by the CPD.

3.4.3.5. Determine/Review the scope for the proposed strategy/solution (e.g. single increment, multiple increments).

3.4.3.6. Determine when the capability needs to be delivered and how it will be sustained.

3.4.3.7. Project follow-on requirements oversight reviews and determine necessary interaction with the Joint Staff, other Services and OSD (if required).

3.4.3.8. Determine possible interaction(s) with other AF or joint systems.

3.4.3.9. Review proposed nomenclature; the proposed name of the ICD should reflect the core gap. CDD/CPDs will normally reflect the proposed solution.

3.4.3.10. Assess the initial affordability goal within the appropriate portfolio to close the identified gaps.

3.4.3.11. Review the proposed or documented KPPs, KSAs, and additional attributes.

3.4.3.12. Review solution costs to ensure solution remains affordable. Research Development Test and Evaluation (RDT&E) costs, Procurement costs and Lifecycle costs.

3.4.3.13. Review HPT membership and format (i.e. live or virtual).

3.4.4. RSR Requirements. An Initial RSR is required for all AF sponsored programs entering the JCIDS requirements process regardless of where the program enters the process (e.g. ICD, CDD, CPD, or Joint DCR). A Follow-on RSR is conducted to ensure a requirements program is progressing as intended before initiating each subsequent requirements document.

3.4.5. RSR Request Package. RSR packages will be submitted to AF/A5R-P from the Lead Command sponsor (O-6 level) NLT 60 days before the planned HPT event. See the AF/A5R-P Requirements Portal page for RSR Package checklist and templates.

3.4.6. RSR Output. The AFGK/AFRRG will provide the document sponsor with specific guidance and required actions to be accomplished (as necessary). Actions/decisions will be captured per prescribed AFGK or AFRRG procedures. The RSR decision and associated actions will be archived in IRSS.

**3.5. High Performance Team (HPT).** The purpose of the HPT is to provide the appropriate level of consistent cross-functional involvement in requirements generation from ICD to CPD to produce executable, risk-based, fiscally informed requirements that deliver affordable capabilities at optimal cycle time to the warfighter. The HPT concept is used to develop AF sponsored JCIDS documents, AoA Study Guidance, and AoA Study Plan. The HPT accelerates the documentation process, improves the quality of the requirements document, and can provide an enduring forum for developing, fielding, and sustaining operational systems.

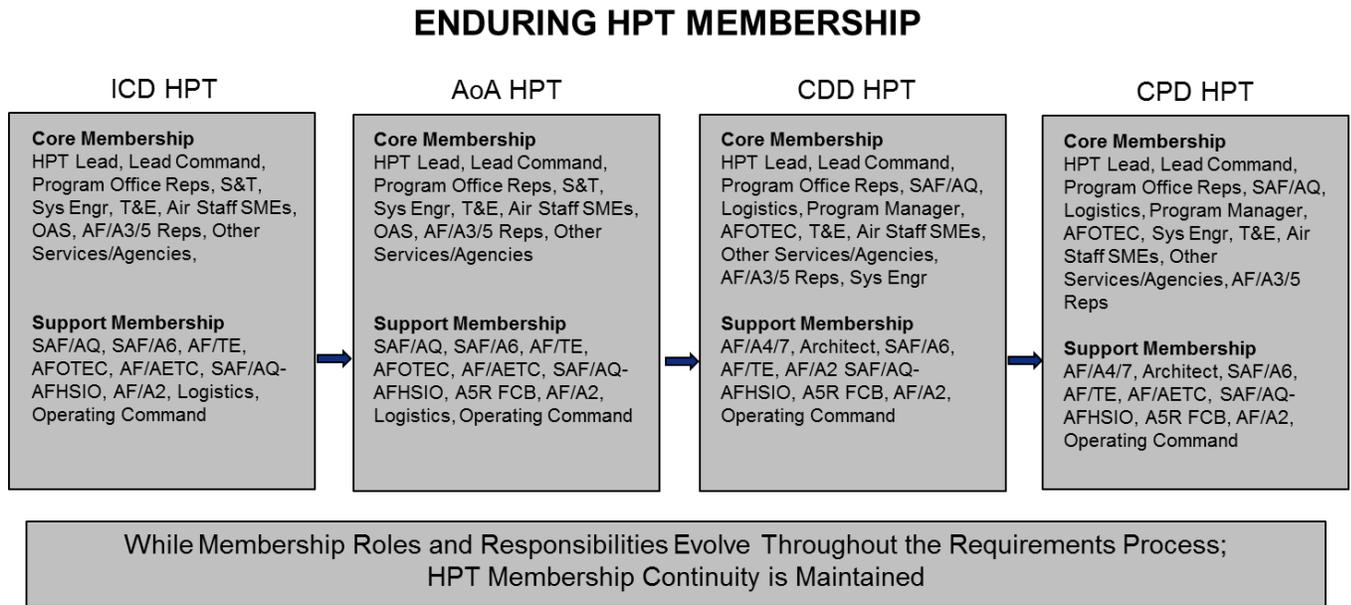
3.5.1. HPT Training. Sponsor leads and the HPT facilitator will be RMCT level B certified and other HPT members are highly encouraged to be RMCT level B certified. See [Chapter 8](#) for further guidance on RMCT requirements.

3.5.2. HPT Membership. HPT success hinges on participation from members with strong functional and requirements expertise. A representative from AF/A5R will normally facilitate an HPT. AFMC/OAS will normally facilitate HPTs for developing the AoA Study Guidance, and AoA Study Plan. In situations where an AF/A5R facilitator is unable to participate, AF/A5R-P will provide just in time training to a MAJCOM facilitator. Additionally, AF/A5R-P will maintain checklists, guides, templates, best practices and tips to ensure consistency and standardization in document development. HPT membership is made

up of core and support representatives. HPT membership is enduring throughout the requirements process and is determined at the RSR and reviewed at subsequent AFGK reviews before initiating an HPT. Core members are typically present for all HPT functions, but participation can be tailored based on the subject matter and is adjusted at the AFGK review. Support members are typically not physically present but available via phone or e-mail for reach back. See **Figure 3.2** for additional information on the enduring HPT membership concept.

3.5.3. Electronic HPT. Depending on the topic and level of work required to be accomplished, an HPT may be conducted electronically (VTC, phone, email).

**Figure 3.2. Enduring HPT Membership**



**3.6. Air Force Requirements Review Group (AFRRG).** The AFRRG is a corporately chartered, decision making body which provides direct support to the AFROC. The AFRRG is charged with conducting an initial RSR for all programs entering the JCIDS process, reviewing all AF sponsored JCIDS documents before staffing and reviewing all AF sponsored AoA documentation before A5R/AFROC approval as appropriate. During these reviews the AFRRG will focus on gap mitigation, operational utility, affordability, life cycle costs vs. capability analysis, operational and/or force management risk. Additionally, the AFRRG will provide a cross functional review of select program SRDs before MAJCOM endorsement. Reference **Figure 3.1** for when AFRRGs are required.

3.6.1. AFRRG Participation. The AFRRG is chaired by AF/DA5R and is composed of O-6 level voting principals from designated MAJCOM, FOA, DRU, and HAF organizations. In addition, AFRRG membership includes several advisory functions to assist principals in their decision-making processes. AFRRG membership mirrors the AFROC principals and advisors. AFRRG principals are required to attend all AFRRG functions or notify and obtain AFRRG Chairman approval for any designated alternate.

3.6.2. AFRRG Output. The AFRRG decision and associated actions will be captured in an AFRRG Memorandum (AFRRGM) and archived in the IRSS database.

**3.7. Air Force Requirements Oversight Council (AFROC).** The AFROC provides validation decisions for AF operational requirements documents and issues that impact requirements. See Paragraph 2.3.25 and the AF/A5R-P Requirements Portal pages for additional information on the AFROC process. Reference Figure 3.1. for when AFROCs are required.

3.7.1. AFROC Participation. The AFROC is chaired by AF/A5R and is composed of General Officer and Civilian Senior Executives (CSE) level voting principals from designated MAJCOM, FOA, DRU, and HAF organizations. In addition, AFROC membership includes several advisory functions to assist principals in their decision-making processes. AFROC principals are required to attend all AFROC functions or notify and obtain AF/A5R approval for any designated alternate.

3.7.2. AFROC Output. The AFROC decision and associated actions will be captured in an AFROCM and archived in the IRSS database.

**3.8. Electronic AFRRG or AFROC (eAFRRG/eAFROC).** An eAFRRG or eAFROC may be convened in cases where a decision is needed to be made by the AFRRG or AFROC body outside of the regularly scheduled AFRRG/AFROC cycle or in cases where the regular agenda is full and cannot wait until the next scheduled requirements review. eAFRRG and eAFROC will normally provide the principals five working days to review the materials. Principals are required to respond to eAFRRG/eAFROC in accordance with the AFRRG/AFROC Charter.

**3.9. Functional Capabilities Boards (FCB).** Joint Staff FCBs are established according to JCAs to assist the JCB and JROC. Service sponsored requirements documents are assigned to FCBs based on JCAs. FCBs and FCB Working Groups provide the analytical underpinning for developing and refining issues that support JCB/JROC recommendations. AF FCB Leads ensure AF interests are represented throughout the Joint Staff process.

**3.10. Joint Capabilities Board (JCB).** The JCB assists the JROC in carrying out its duties and responsibilities. The JCB reviews and, if appropriate, endorses all operational capability requirements documents designated as JROC Interest before their submission to the JROC. The JCB reviews and validates operational capability requirements documents designated as JCB Interest. JCB outcomes and decisions are captured in a JROC Memorandum (JROCM). Guidance on the JCB is provided in CJCSI 5123.01, *Charter of the Joint Requirements Oversight Council*.

**3.11. Joint Requirements Oversight Council (JROC).** The JROC reviews and validates operational requirements documents with a JSD of JROC Interest. The JROC, at its discretion, may review any operational requirements document or any other issues that may have Joint interests or impacts. AF/A5R tracks and facilitates issues through the JCIDS process and prepares the VCSAF for JROC participation. JROC outcomes and decisions are captured in a JROCM. AF/A5R will ensure JROCMs that require specific AF actions are tasked to the appropriate HAF Functional/MAJCOM. Guidance on the JROC is provided in CJCSI 5123.01.

## Chapter 4

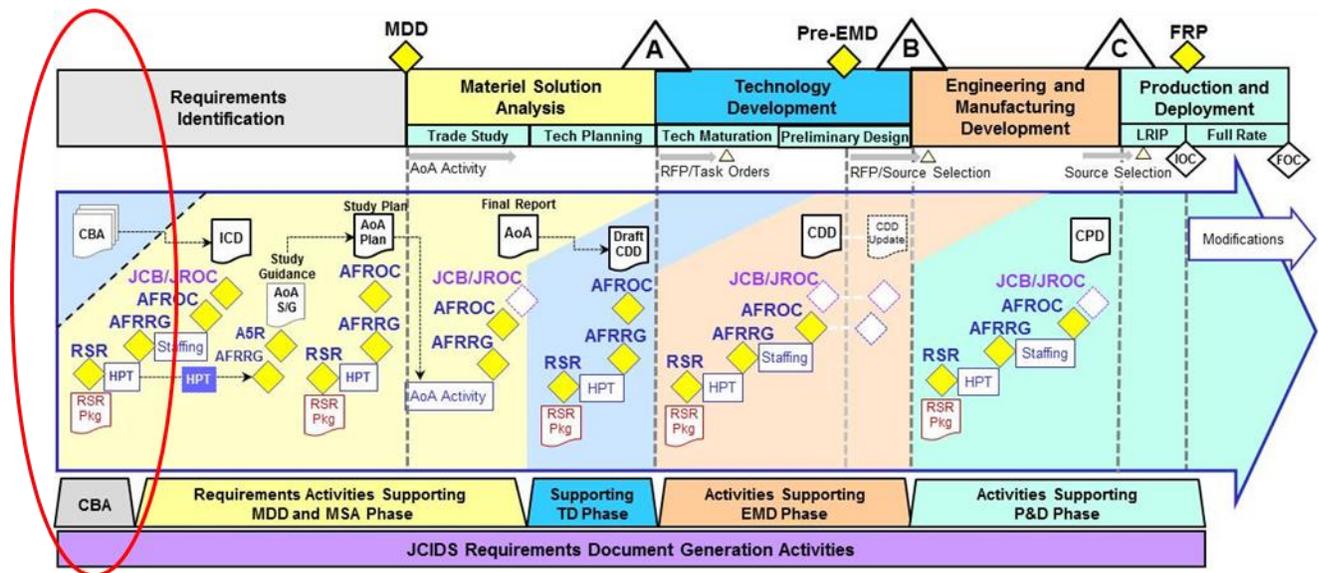
### GUIDANCE FOR STUDIES & ANALYSIS & REQUIREMENTS DOCUMENTS

**4.1. Purpose.** This chapter provides a description of AF requirements studies and analysis activities and JCIDS/AF requirements documents. It provides guidance for developing AF sponsored CBAs, ICDs, AoA Study Guidance, AoA Study Plans, AoA Final Reports, Draft CDDs, CDDs, CPDs, IS-ICDs, IS-CDDs, Joint DCRs, and AF DCRs. Additionally, this chapter includes guidance on developing KPPs and KSAs for the Draft CDD, CDD and CPD.

**4.2. Overview.** The requirements process operates in an iterative manner where initial capability requirements drive the early acquisition process, and the early acquisition process drives updates to capability requirements documents related to specific materiel and non-materiel capability solutions being pursued. The JCIDS process refines the capability requirements through each successive requirements document. The operational capability requirements process normally begins with the execution of a CBA.

**4.3. CBA.** The CBA is the first formal study in the requirements process. The CBA forms the analytic basis for operational capability requirements development and is an integral part of the capabilities-based planning process. A CBA is an analytic basis to identify requirements and associated gaps in context of warfighting risk. In the early stages of the CBA, analysts should consult the Contract Studies Registry Program for related or similar studies and the Joint Lessons Information System database for any applicable information. The CBA consists of the following activities: analyzing what is required for the warfighter across specific functional areas to accomplish the assigned mission (defining the capability required), comparing the capability required to the capabilities provided by any existing and programmed systems (gap analysis), and identifying associated gaps and/or redundancies. Assigned missions should be designated AF missions with approved CONOPs. The final step of the CBA is to analyze the full DOTmLPF-P spectrum where the “m” is existing materiel in the inventory (COTS, GOTS, or NDI). The CBA will determine to what extent the gaps can be closed or mitigated without the acquisition of new materiel. Study Plans and Final Reports are required for all CBAs and should conform to the guidance provided below. Additional details on the CBA are provided in the JS/J8 JCIDS Manual, and the AFMC/OAS analysis handbooks.

Figure 4.1. Requirements Overview – CBA



4.3.1. CBA Study Plan. The CBA Study Plan outlines the mission area(s) to be analyzed in the CBA.

4.3.1.1. Entry Criteria. The sponsor will notify the MAJCOM Director of Requirements for approval to proceed before initiating CBA Study Plan.

4.3.1.2. HPT Guidance. An HPT is not required for a CBA Study Plan but Lead Commands are encouraged to establish effective dialog with key stakeholders to fully define the scope of the operational deficiency.

4.3.1.3. Review & Staffing Guidance. There is no HAF review or staffing required for CBA Study Plans. Lead Commands will submit a study initiation notice to AF/A5R-P upon initiation of CBA.

4.3.1.4. Approval Criteria. The MAJCOM Director of Requirements, or higher, approves the CBA Study Plan. See the AFMC/OAS Handbook for additional guidance on the CBA Study Plan.

4.3.1.5. Exit Criteria. An approved study plan by the MAJCOM Director of Requirements, or higher, completes the CBA Study Plan process.

4.3.2. CBA Final Report. The sponsor is responsible for executing the CBA with assistance from AFMC/OAS. Ideally, core membership for a CBA study team includes representatives from the appropriate CFLI, Lead Command, Operating Command, Implementing Command(s), HAF Division(s), representatives from other agencies/Services, combatant commands, and others as needed. The CBA Final Report captures and presents the methodology and results of the analysis. The CBA results outlined in the final report are further developed into COAs. The identified COAs will reside within the body of the CBA Final Report. Additional guidance is available in the AFMC/OAS analysis handbooks.

4.3.2.1. Entry Criteria. A MAJCOM approved CBA study plan is required to proceed with the execution of the CBA.

4.3.2.2. HPT Guidance. An HPT is not required for a CBA Final Report; though the key stakeholders and representatives should be involved in the development of the final report.

4.3.2.3. Review & Staffing Guidance. There is no HAF review or staffing required for CBA Final Reports.

4.3.2.4. Approval Criteria. In order to substantiate follow on JCIDS activities, the CBA must address the following issues:

4.3.2.4.1. Identification of gaps and recommendations about which gaps and risks do not need to be addressed at this time; which gaps have acceptable operational risk.

4.3.2.4.2. Identification of what degree each gap can be mitigated by better use of current capability, as described in approved concepts, and the resulting impact on operational risk. This should include recommendations concerning the changes to doctrine and/or Tactics, Techniques and Procedures.

4.3.2.4.3. Identification of how much of each gap can be solved with changes in DOTmLPF-P rather than pursuing a new materiel solution. This should include recommendations concerning the Joint DCRs and AF DCRs that should be developed.

4.3.2.4.4. Recommendations about whether buying additional quantities of a previously acquired system would mitigate the gap. This should include recommendations concerning the Joint DCRs and AF DCRs that should be developed.

4.3.2.4.5. Recommendations about whether S&T investments are required before initiation of any acquisition activities. Concepts should be documented in CCTDs and be technically feasible within possible programmatic limits.

4.3.2.4.6. Recommendations on which gaps can be mitigated by making changes to current and ongoing acquisition programs and efforts, and which ones may require a new materiel solution and should be included in an ICD.

4.3.2.4.7. Identification of the minimum key values and the tradespace curves that define the key values.

4.3.2.4.8. Identification of the rough order of magnitude (ROM) cost estimates for each of the identified potential solutions (non-materiel or materiel).

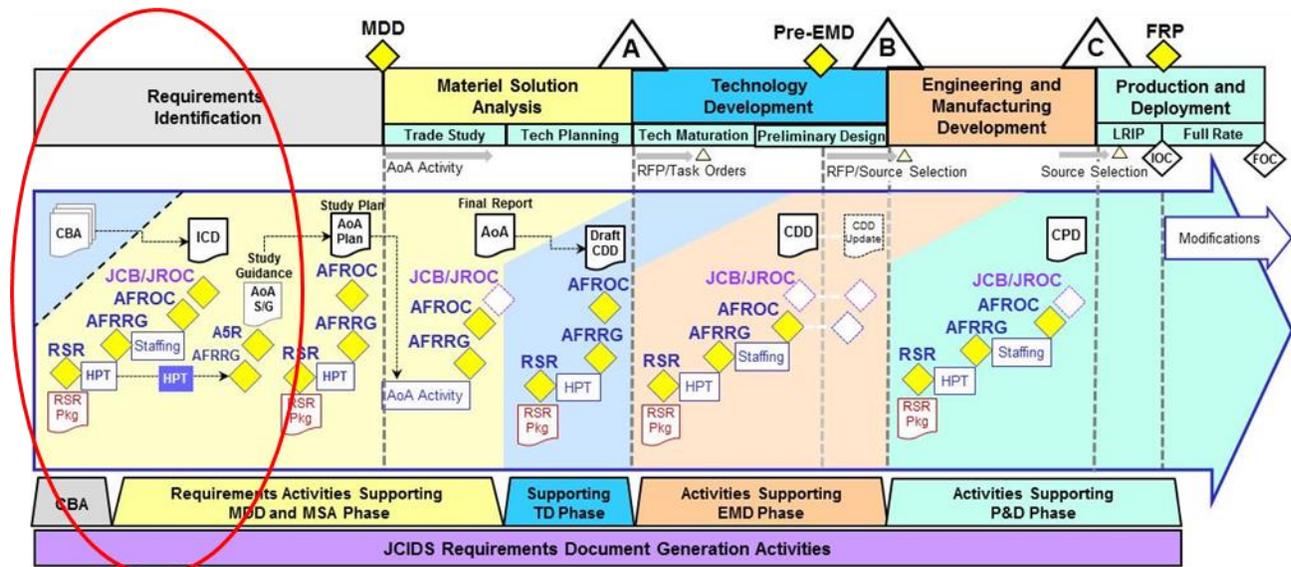
4.3.2.4.9. Identification of potential system dependencies for intelligence community data.

4.3.2.4.10. Identification and scope of additional information/analysis needed before initiation of any acquisition activities; to include ICD development or MDD request.

4.3.2.5. Exit Criteria. A CBA Final Report is approved by the MAJCOM Director of Requirements, or higher. Once the CBA Final Report has been approved, the MAJCOM requirements office/FOA will forward the final report to AF/A5R-P. AF/A5R-P will archive the final report in the IRSS database and submit the CBA, as appropriate, to the JS.

**4.4. ICD.** If the CBA recommends a materiel solution, the next step in the requirements process is an ICD. ICD development occurs before MDD. The ICD along with the AoA Study Guidance and AoA Study Plan, are required to proceed to a MDD. The ICD documents the need for a new materiel approach(es) to satisfy specific capability gap(s). The ICD articulates the necessity to resolve the specific capability gap(s) identified typically through an approved CBA. The follow-on of an ICD could be one or more Draft CDDs, CDDs, CPDs, Joint DCRs, or a combination of these documents. Reference the JCIDS Manual and the AF/A5R-P website for additional guidance on ICDs.

**Figure 4.2. Requirements Overview – ICD**



**4.4.1. Entry Criteria.** A MAJCOM approved CBA or equivalent analysis is required to proceed to an RSR request for an ICD. The CBA/analysis must be based upon an approved CONOPS and include a risk assessment that indicates significant operational risk. The CBA/analysis must also document that the way to mitigate the gap is with a materiel solution. ICD initiation requires an Initial RSR and approval to proceed with ICD development from the AFRRG.

**4.4.2. ICD Strategy Development.** The ICD requirements strategy establishes the path necessary to develop a quality ICD that is capable of guiding future capability development activities. Continuous collaboration ensures the requirements strategy addresses required capabilities identified in the CBA and/or applicable Joint and AF concepts, capabilities-based planning documents and other pertinent guidance.

**4.4.3. RSR Guidance.** An Initial RSR is required for all ICDs. Refer to [Paragraph 3.4](#) for additional RSR guidance.

**4.4.4. HPT Guidance.** An HPT is required for all AF sponsored ICDs. Refer to [Paragraph 3.5](#) for additional HPT guidance and membership criteria.

**4.4.5. Review & Staffing Guidance.** After the ICD is developed, it is reviewed by the AFRRG for approval to initiate initial staffing (Reference [Paragraph 5.3](#)), validated by the AFROC, and approved by the CSAF (ACAT I) or VCSAF. The level of Joint review and

validation beyond the AFROC is dependent upon the document's JSD. See [Table 5.1](#) for additional details.

4.4.6. Approval Criteria. The ICD will comply with the JCIDS Manual format(s) and guidance. Additionally, during the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.4.6.1. A description of the capability gap and the operational and/or force management risk of not filling the gap that includes a clear description of current/programmed capability compared to the capability required to meet the mission at some future date. A description of the analysis used to determine required capabilities.

4.4.6.2. A CONOPS Summary that provides the operational context for understanding the need and the solution tradespace. This summary should include: desired operational outcomes, desired effects to achieve outcomes, and an overview of how capabilities are envisioned to be employed and complement Joint Forces and enabling capabilities.

4.4.6.3. A methodology/rationale for the minimum values for each gap identified in the ICD with reference to the key supporting analysis.

4.4.6.4. The initial affordability assessment within the context of the appropriate portfolio.

4.4.6.5. Proposed recommendation(s) to mitigate the capability gap.

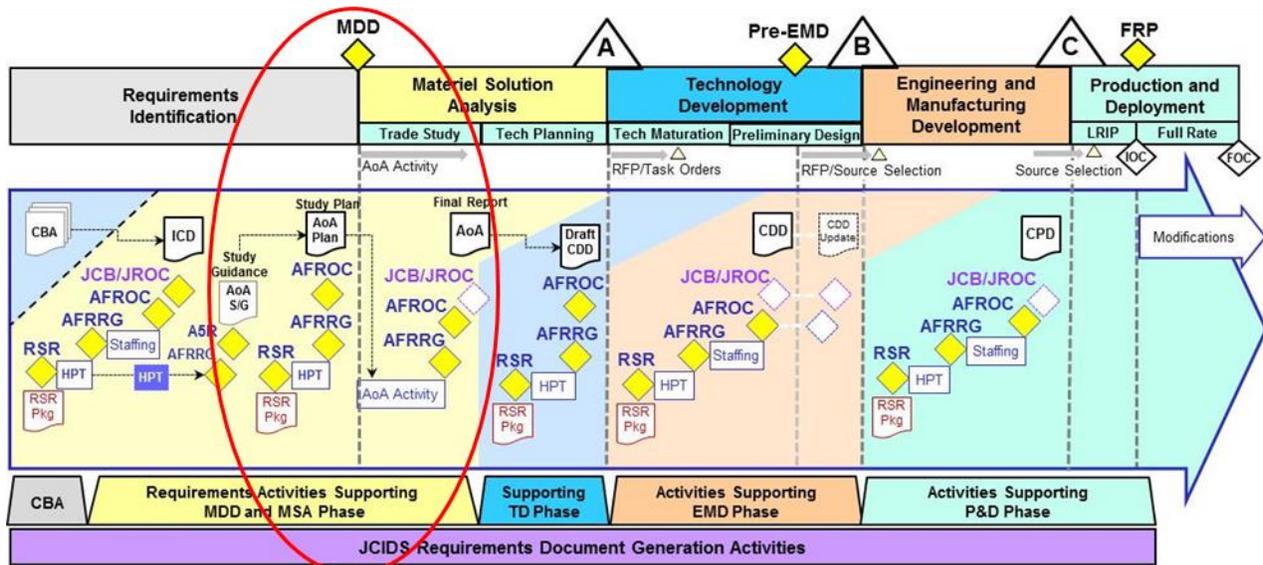
4.4.6.6. An assessment of pre-MDD analysis and determination of readiness to proceed with development of the AoA Study Plan.

4.4.7. Exit Criteria. A validated ICD completes the ICD process. ICD validation should include 1) designation of the appropriate Lead Command (as required) and 2) approval to proceed in development of the AoA Study Plan, as appropriate.

**4.5. AoA Documents.** Following an ICD the next formal step in the process are the AoA documents. However, before beginning an AF sponsored AoA, sufficient pre-AoA activities need to be conducted to sufficiently refine the requirement and scope the alternatives. This is normally conducted through DP. This is Pre-MDD early systems engineering analysis and analysis planning. The AoA is usually conducted post-MDD during the Materiel Solution Analysis Phase and is an analytical comparison of the operational effectiveness, suitability, risk, and life cycle cost of alternatives that satisfy validated capability needs (usually stipulated in an approved ICD). The AoA helps decision-makers understand the tradespace for new materiel solutions to satisfy an operational capability need, while providing the analytic basis for performance attributes documented in follow-on JCIDS documents. The AoA is not a source selection where a particular materiel solution is identified, but rather refines the capabilities by narrowing the scope of potential alternatives and helps refine the requirements. The sponsor is responsible for executing the AoA with assistance from AFMC/OAS. Ideally, the AoA study team evolves from the CBA and pre-MDD analysis study teams as well as the enduring HPT membership and includes representatives from AFMC/OAS, HAF organizations, representatives from other agencies/Services, Implementing Command, and others as needed. AoA guidance is available in the AFMC/OAS analysis handbooks. The sponsor will notify AF/A5R before initiating any AoA activities via a study initiation memo as prescribed in the JCIDS Manual. Normally, a Senior Advisory Group (SAG), chaired by OSD/CAPE will oversee the execution of

ACAT I/JROC Interest AoAs. In situations where the AoA Study Lead and/or SAG elects to significantly revise the conditions, assumptions, mission tasks, or alternatives in the AFROC-approved AoA Study Plan, the AF Sponsor will notify AF/A5R. In such cases, AF/A5R may request the Sponsor provide an interim progress briefing be presented to the AFRRG/AFROC (as required). In short, the AoA must provide clear and unambiguous data, enabling senior AF leaders the ability to debate and assess a potential program's operational utility, affordability, and cycle time. An AoA is required for all acquisition programs. The AoA consists of three distinct documents, AoA Study Guidance, AoA Study Plan, and the AoA Final Report. Additional guidance is listed below on each of these three activities.

**Figure 4.3. Requirements Overview – AoA**



4.5.1. AoA Study Guidance. AoA Study Guidance and ICD are required before proceeding with the AoA Study Plan RSR. AoA Study Guidance is developed to address the critical areas that need to be explored during the AoA. This study guidance will build upon the initial input identified during the ICD HPT and during the tradespace characterization and candidate solution sets selection phases of the associated DP effort.

4.5.1.1. Entry Criteria. The sponsor must have the following to proceed with AoA Study Guidance: a validated ICD, AFROC approval, and Lead Command determination that sufficient pre-MDD analysis is complete and the program is ready to proceed to a MDD.

4.5.1.2. HPT Guidance. AoA Study Guidance is normally constructed at the ICD HPT. Refer to [Paragraph 3.5](#) for additional HPT guidance and membership criteria.

4.5.1.3. Review & Staffing Guidance. After the AoA Study Guidance has been developed it is submitted to the AFRRG for review, and then AF/A5R for approval to be released to CAPE (as required). For those AoAs where Director, CAPE elects not to provide AoA Study Guidance, AF/A5R will serve as the approval authority.

4.5.1.4. Approval Criteria. The AoA Study Guidance will be written in accordance with the OAS Handbook. Additionally, during the AFRRG review, as a minimum, the following items will be reviewed:

4.5.1.4.1. Background - discuss the specific ICD gaps that will be addressed by the AoA. This section should also discuss the previous analysis efforts leading up to the AoA, and identify all approved concepts that address the capability gap being studied.

4.5.1.4.2. Purpose - identify what decisions the AoA will be supporting.

4.5.1.4.3. Scope - identify the focus of the analysis. Most importantly, this section needs to identify those areas that are NOT part of the AoA.

4.5.1.4.4. Major Questions - identify the key questions that stakeholders and senior decision makers need answered by the AoA.

4.5.1.4.5. Ground Rules, Constraints and Assumptions - identify overarching ground rules, constraints and assumptions for the analysis. This section should include identification of the affordability constraints.

4.5.1.4.6. Alternatives - identify the specific alternatives and any other alternatives the decision makers identified as part of the tradespace. Each alternative prospective materiel concept shall be documented in a CCTD. Upon approval for release by the Center Technical Authority, CCTDs will be reviewed by the AF Chief Engineers office (SAF/AQR) then posted to IRSS for stakeholder review as appropriate before AFRRG review of AoA Study Guidance.

4.5.1.4.7. Threats & Scenarios - identify the specific threats associated with this mission area and the DPG scenarios to be used in the AoA.

4.5.1.4.8. Measures of Effectiveness (MOE) - identify the specific measures that decision makers are most interested in to support the next decision point. These should be traceable to the MOE from the CBA that identified the gaps.

4.5.1.4.9. Measures of Suitability (MOS) - identify the specific measures that decision makers are most interested in to support the next decision point. These should be traceable to the MOS from the CBA that identified the gaps.

4.5.1.4.10. Life Cycle Cost Analysis - identify the specific considerations for the life cycle cost analysis.

4.5.1.4.11. Sensitivity and Risk Analysis - identify the specific considerations for sensitivity analysis and risk analysis such as: any areas where the decision makers need to know the impact to operations if less than optimal performance is accepted.

4.5.1.4.12. Sufficiency - identify how and by whom the sufficiency review will be accomplished.

4.5.1.4.13. Oversight - identify the oversight and stakeholder involvement.

4.5.1.4.14. Deliverables - identify deliverables and the timelines associated with each deliverable.

4.5.1.5. Exit Criteria. AF/A5R or D/CAPE, approved AoA Study Guidance completes the AoA Study Guidance portion of the AoA and is required before proceeding with an RSR for the AoA Study Plan.

4.5.2. AoA Study Plan. The AoA Study Plan is developed to scope the AoA study.

4.5.2.1. Entry Criteria. An AF/A5R or CAPE approved Study Guidance and an RSR is required to initiate the AoA Study Plan.

4.5.2.2. HPT Guidance. An HPT is required for an AoA Study Plan. Refer to **Paragraph 3.5** for additional guidance on HPTs.

4.5.2.3. Review & Staffing Guidance. After the AoA Study Plan is developed, it is reviewed by the AFRRG and the AFROC, and is approved by the CSAF (ACAT I) or VCSAF for release to D/CAPE, if required.

4.5.2.4. Approval Criteria. The study plan will be written in accordance with the OAS Handbook. Additionally, during AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.5.2.4.1. Definition of the specific gaps that are being addressed in the AoA.

4.5.2.4.2. Definition of the baseline capability to include existing and/or planned and programmed systems.

4.5.2.4.3. Identification of the stakeholders and their roles/responsibilities in the AoA.

4.5.2.4.4. Plan to address the key questions identified in the AoA Study Guidance.

4.5.2.4.5. Plan to address the alternatives identified by the AoA Study Guidance and any others to be considered during the study. These alternatives include methods of employment and other critical systems/enablers necessary to make them effective. This includes discussion about the implications and/or dependencies identified about the alternative and how those dependencies will be factored into the analysis.

4.5.2.4.6. Description of the analytical methodology to be used and must include the following: Measures of Effectiveness, Performance, and Suitability; decomposition of the gaps and key questions; traceability to measures used to establish minimum values in ICD (from CBA), cost work breakdown structure; methodology to determine alternatives ability to mitigate gaps; methodology to explore tradespace and description of what sensitivity analysis will be done to determine key parameters and Thresholds/Objectives for the draft CDD; methodology to construct cost capability comparisons; methodology for factoring in the dependencies identified for each alternative; and scenarios to represent the operational environment.

4.5.2.4.7. Identify responsible Intelligence Supportability, Fully Burdened Cost of Fuel and Energy OPRs.

4.5.2.5. Exit Criteria. The AFROC or D/CAPE approved AoA Study Plan completes the AoA Study Plan.

4.5.3. AoA Final Report. The AoA Final Report captures and presents the methodology and results of the analysis derived from the AoA Study Guidance and AoA Study Plan.

4.5.3.1. Review & Staffing Guidance. After the AoA Final Report has been developed, it is reviewed by AFMC/OAS with feedback provided to the study lead. When complete, the report is presented to the AFRRG and AFROC for review, approved by the CSAF (ACAT I) or VCSAF for release to D/CAPE, if required, for sufficiency review before the Defense Acquisition Board.

4.5.3.2. Approval Criteria. During the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.5.3.2.1. Identification of what enablers were addressed and how they align with those outlined at the MDD and in the AoA guidance.

4.5.3.2.2. Answers to the key questions identified in the AoA Study Guidance. These must be answered sufficiently for decision makers to support the upcoming decisions.

4.5.3.2.3. Identification of the performance, cost and risk drivers and how they were further explored in sensitivity analyses.

4.5.3.2.4. Illustration of the tradespace through life cycle cost/performance/risk analysis. These must clearly identify for the decision makers where the potential trade-offs exist, the operational risk associated with the performance and to what degree the capability gap(s) will be mitigated.

4.5.3.2.5. Identification of the KPPs and analytical evidence to support the thresholds and objectives (by exception, only use when necessary) are identified.

4.5.3.2.6. Identification of how sensitive each of the alternatives is to analysis assumptions and if they are sensitive to specific scenarios.

4.5.3.2.7. Identification of how sensitive each of the alternatives is to thresholds and objectives. This must include identifying what the associated life cycle cost drivers are for those values and how sensitive the cost is to those values.

4.5.3.2.8. Identification and scope of what additional information/analysis is needed before initiation of any acquisition activities; to include requesting a milestone decision.

4.5.3.2.9. Identification of how the cost of each alternative lines up with the affordability constraints identified at MDD and in the AoA Study Guidance (as applicable).

4.5.3.2.10. Identification of Measures of Suitability and how they are intended to be supported in the intended operational environment. Identify the alternatives that maximize human performance, minimize cost and provide safe and effective operations, maintenance, and support functions.

4.5.3.2.11. Identification and validation of a preferred alternative.

4.5.3.3. Exit Criteria. An AFROC/JROC reviewed AoA Final Report with a signed AFROCM/JROCM; that has been deemed sufficient by CAPE, (as required) completes the AoA process. A validated/sufficient AoA is required for a program to proceed to a MS A review (Defense Acquisition Board).

**4.6. Key Performance Parameters (KPP) & Key System Attributes (KSA) Development Guidance.** KPPs and KSAs are critical in the development of an effective military capability. Identified in the Draft CDD, CDDs and CPDs these parameters and attributes form the requirements foundation of the proposed new materiel solution. KPPs are core performance parameters that capture the essential functionality of the system and should represent the major cost drivers of the program. KPPs are so critical that a failure to meet a KPP threshold brings the

military utility of the system(s) into question and will result in a reevaluation of the program and potentially program cancellation. KSAs are attributes or characteristics considered essential to achieving the identified KPPs. The number of KPPs and KSAs should be kept to the minimum necessary to properly define essential system characteristics and performance. KPP and KSA values become more refined throughout the requirements and acquisition process as a better understanding of the achievable solutions are developed. KPPs and KSAs must be measurable, testable and quantifiable.

4.6.1. KPP/KSA development. The sponsor will comply with the JCIDS Manual when developing KPPs/KSAs. Sponsors must be able to justify why the performance parameter or system attribute was selected and be able to defend the threshold values using acceptable analytic rigor tied to the operational risk assessment. Risk, affordability and testability must also be considered when developing KPPs/KSAs. If threshold values do not equal objective values, the sponsor must justify how the objective value provides significant increases in operational utility.

4.6.2. Mandatory KPPs. The following KPPs are mandatory in requirements documents per the JCIDS Manual: the Force Protection KPP, the Survivability KPP, the Sustainment KPP, the Net-Ready KPP, the Training KPP and the Energy KPP. If one or more of these mandatory KPPs is not applicable, the sponsor will justify why it is not appropriate for their document and include the appropriate rationale in the subject document. Refer to the JCIDS Manual for additional guidance on Mandatory KPPs.

4.6.3. Mandatory KSAs. The following KSA is an AF mandatory KSA in AF requirements documents: the Flight Simulator KSA. Sponsors will clearly define the attributes of the Flight Simulator KSA in measurable, testable and quantifiable terms. The KSA will have a threshold (minimum acceptable value) to satisfy the operational requirements. The Flight Simulator KSA will be part of the overarching Training KPP. If this KSA is not applicable, the sponsor will justify why it is not appropriate for their document and include the appropriate rationale in the subject document.

4.6.4. KPP/KSA Changes. The following are the validation authorities for changes made to KPPs and KSAs within a previously validated JCIDS document. Validation authority is based on the JCIDS document's JSD.

4.6.4.1. JROC Interest Documents. The JROC will validate any changes to KPPs in JCIDS documents having a JSD of JROC Interest, unless the JROC has specifically delegated validation authority to the AF. The AFROC must validate any change to a KPP before JROC submittal. For all other changes, AF/A5R will determine the level of AF review.

4.6.4.2. JCB Interest Documents. The JCB will validate any changes to KPPs in JCIDS documents having a JSD of JCB Interest, unless the JCB has specifically delegated validation authority to the AF. The AFROC must validate any change to a KPP before JCB submittal. For all other changes, AF/A5R will determine the level of AF review.

4.6.4.3. Independent, Joint Information, and Joint Integration Documents. The AFROC will validate any changes to KPPs in JCIDS documents having a JSD of Independent, Joint Information, or Joint Integration. For all non-KPP changes, AF/A5R will determine the level of AF review and/or validation before AF approval.

**4.7. Draft Capability Development Document (CDD).** The Draft CDD is required for the Milestone A acquisition decision, shapes the requirements before the Technology Development Phase and informs the Technology Development Strategy (TDS), Requests for Proposals (RFP), and T&E Strategy. The draft CDD outlines the minimum essential information for technology development. Further refinement will be required for the final CDD.

4.7.1. The Draft CDD will contain the following as a minimum:

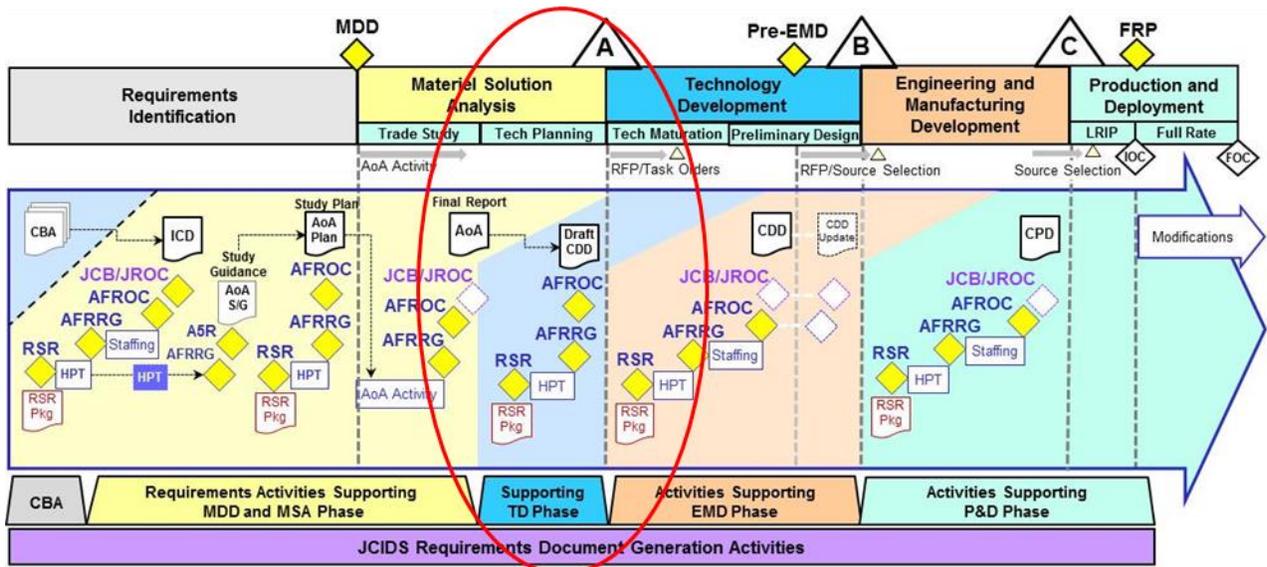
4.7.1.1. An Operational Context with focus on summary of the CONOPS (CDD Section 1)

4.7.1.2. A Program Summary with focus on the synchronization of System of Systems (SoS) efforts across other CDDs, CPDs, and Joint DCRs (CDD Section 4)

4.7.1.3. Development KPPs, KSAs and additional performance attributes with focus on the initial/draft performance attributes resulting from the AoA or other studies/analysis (CDD Section 5)

4.7.1.4. Other System Attributes with focus on attributes which require significant Technical Development Phase efforts (CDD section 6). The draft CDD outlines the minimum essential information for technology development and further refinement will be required for the final CDD. **NOTE:** Sections indicated are from the JCIDS guidance.

**Figure 4.4. Requirements Overview – Draft CDD**



4.7.2. Entry Criteria. A validated ICD and an AFROC approved AoA are required before submitting an RSR request for the Draft CDD or suitable analysis/studies of alternative in lieu of an AoA. In cases where an AF sponsor is using a Non-AF ICD or AoA the documents shall be approved by AF/A5R before initiating a Draft CDD. See the JCIDS Manual for additional guidance.

4.7.3. RSR Guidance. An RSR is required for all Draft CDDs. Refer to Paragraph 3.4. for additional RSR details.

4.7.4. HPT Guidance. An HPT is required for all AF sponsored Draft CDDs. Refer to **Paragraph 3.5** for additional HPT guidance and membership criteria.

4.7.5. Review & Staffing Guidance. After the Draft CDD is developed, it is reviewed by the AFRRG, validated by the AFROC, and approved by the CSAF (ACAT I) or VCSAF. The Draft CDD is not submitted to the JS for staffing or validation.

4.7.6. Approval Criteria. AFRRG and AFROC will review, as a minimum, the following items.

4.7.6.1. Mission area/portfolio overview to include: threat, current versus required capabilities, and operational risk assessment.

4.7.6.2. Program description - outline what gaps will be mitigated.

4.7.6.3. CONOPS, Operational View-1 (OV-1) and key linkages to other enabling capabilities and program dependencies.

4.7.6.4. Portfolio affordability review to include development, procurement and life cycle operations and sustainment costs (as available).

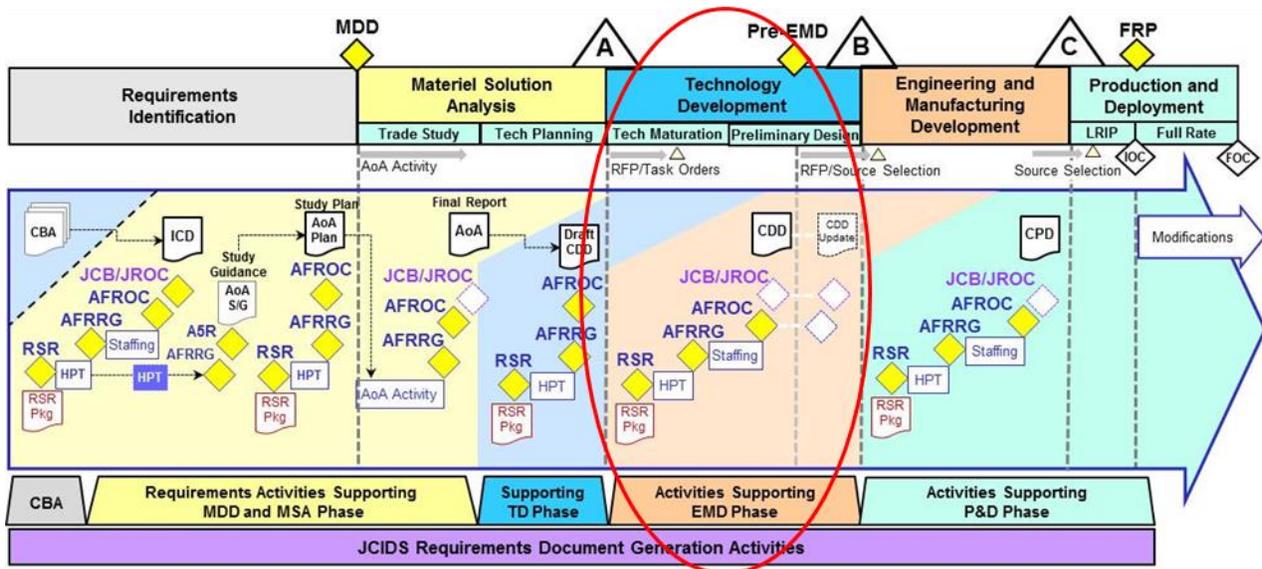
4.7.6.5. KPPs, KSAs with supporting methodology, rationale and analysis for threshold (T) and objective (O). Sponsor should be able to show the supporting cost / capability tradespace analysis used to refine the key operational requirements for major program cost drivers. If the threshold value is planned to be achieved following Full Rate Production or a full deployment, include a testable threshold value for the Full Rate Production or fielding decision.

4.7.6.6. Intelligence supportability requirements.

4.7.7. Exit Criteria. An AFROC validated Draft CDD completes the Draft CDD process. Technology Development Final RFPs will not be released until CSAF/VCSAF approval of the Draft CDD.

**4.8. Capability Development Document (CDD).** A CDD outlines an affordable increment(s) of militarily useful, logistically supportable, and technically mature capability. The CDD contains a carefully selected minimum set of prioritized requirements (e.g., KPPs, KSAs, and additional attributes), each of which drive cost, schedule, and risks. A validated CDD is required before the pre-Engineering and Manufacturing Development (EMD) review leading up to the MS B decision and identifies the operational KPPs, KSAs, and other attributes necessary to design and sustain the proposed system. It describes the increment and provides an outline of the overall acquisition program strategy.

Figure 4.5. Requirements Overview – CDD



4.8.1. Entry Criteria. An AFROC validated Draft CDD and Lead Command verification that Technology Development Phase activities are sufficiently matured to determine CDD requirements.

4.8.2. CDD Strategy Development. The CDD strategy lays the foundation for CDD development and supports the EMD phase for one or more increments. The preferred materiel solution is based on analysis and mature technologies demonstrated before MS B. The sponsor applies lessons learned during the previous phases, plus any other appropriate risk reduction activities such as experimentation, T&E, and capability/schedule tradeoffs.

4.8.3. RSR Guidance. An RSR is required for all AF sponsored CDDs. Refer to [Paragraph 3.4](#) for additional RSR guidance.

4.8.4. CDD Annex. A CDD annex is a separate document describing unique requirements for a variant of the core capability captured in the parent CDD. The annex is developed to add capability for a specific mission not covered within the CDD (for example, a special operations variant of a mobility aircraft). The CDD annex will identify all applicable mandatory KPPs. All sections of the annex unchanged from the original CDD display the words “No Change” in that section. The original CDD accompanies the annex (as reference only) during document review. AF/A5R determines the level of review and approval authority required. Additional information on CDD updates is located on the AF/A5R-P Requirements website.

4.8.5. HPT Guidance. An HPT is required for all AF sponsored CDDs. Refer to [Paragraph 3.5](#) for additional HPT guidance and membership criteria.

4.8.6. Review & Staffing Guidance. After the CDD is developed, it is reviewed by the AFRRG for approval to initiate initial staffing (Reference [Paragraph 5.3](#)), validated by the AFROC, and approved by the CSAF (ACAT I) or VCSAF. The level of Joint review and validation beyond the AFROC is dependent upon the document’s JSD. See [Table 5.1](#) for additional details.

4.8.7. Approval Criteria. The CDD will comply with the JCIDS Manual format and guidance. Additionally, during the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.8.7.1. Mission area/portfolio overview to include: threat, current versus required capabilities, and operational risk assessment.

4.8.7.2. Program description - outline what gaps will be mitigated.

4.8.7.3. CONOPS, OV-1 and key linkages to other enabling capabilities and program dependencies.

4.8.7.4. Portfolio affordability review to include development, procurement and life cycle operations and sustainment costs.

4.8.7.5. KPPs, KSAs with supporting methodology, rationale and analysis for threshold (T) and objective (O). Sponsor should be able to show the supporting cost versus capability tradespace analysis used to refine the key operational requirements for major program cost drivers. If the threshold value is not planned to be achieved until following Full Rate Production or full deployment, include an interim testable threshold value for IOT&E or initial fielding.

4.8.7.6. Unit procurement and operations & sustainment cost goals/caps.

4.8.7.7. Technology readiness levels and primary requirements cost drivers.

4.8.7.8. Life-cycle cost estimate (including level and fidelity) and current funding.

4.8.7.9. AF or JS Certifications/Endorsements.

4.8.7.10. Intelligence supportability requirements.

4.8.7.11. Schedule, quantities, IOC & FOC dates, program cost estimates.

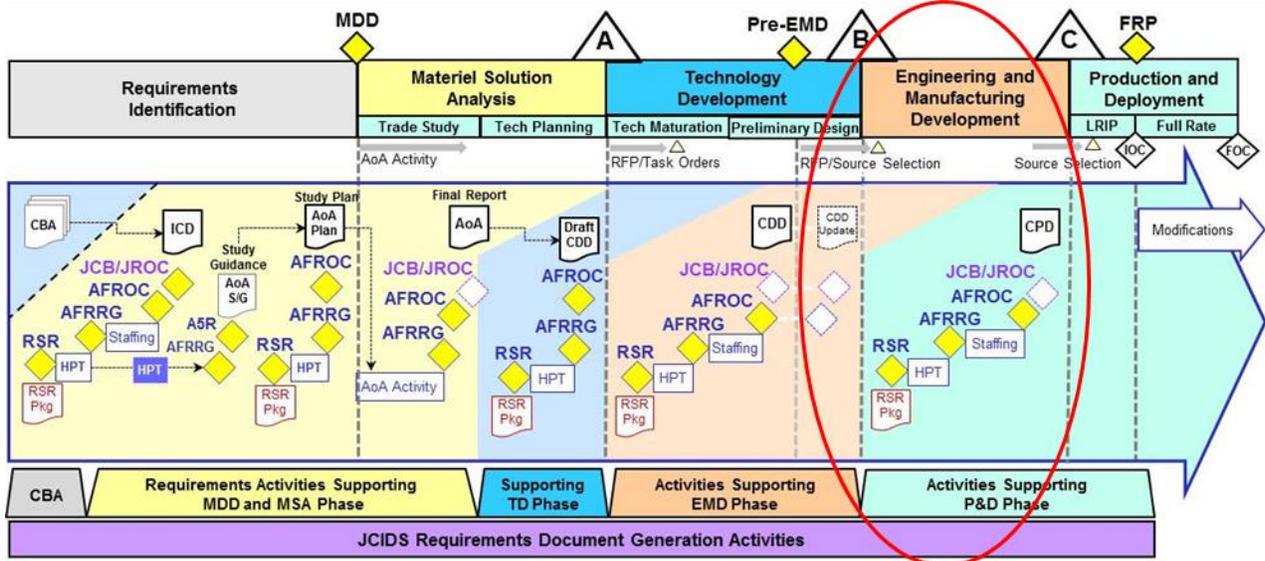
4.8.8. Exit Criteria. A validated CDD completes the CDD process.

4.8.9. CDD Update/Revalidation. A CDD update/revalidation is required if a change to KPP(s) is necessary after validation, the program experiences a 10% or greater change from the previously stated CDD cost data, a 10% or greater change in procurement quantities from the previously stated CDD procurement numbers, or a 12-month or greater schedule slip of IOC or FOC from the previously stated CDD IOC or FOC date. Before any CDD update, the sponsor must contact AF/A5R-P to determine the AF level of review and approval authority. Proposed changes to KPPs, KSAs, and/or additional attributes must be accompanied by a funding strategy and schedule that have been coordinated with the appropriate program office. As a minimum, all changes to KPPs (regardless of ACAT) must be validated at the AFROC and agreed upon by VCSAF. Additional information on CDD updates is located on the AF/A5R-P Requirements website and the JCIDS Manual. Many AF systems have been developed and procured pre-JCIDS using an Operational Requirements Document (ORD). Requirements changes to programs developed using an ORD will normally require a new JCIDS document.

**4.9. Capability Production Document (CPD).** The CPD outlines an affordable increment of militarily useful, logistically supportable, and technically mature capability that is ready for production. The CPD is a refined set of prioritized requirements and identifies the production

KPPs, KSAs and other attributes necessary to produce and sustain the system within cost, schedule and risk constraints. A validated and approved CPD (or revalidated CDD in lieu of CPD) is required before MS C.

**Figure 4.6. Requirements Overview – CPD**



4.9.1. Entry Criteria. A sponsor can initiate a CPD if they have an approved ICD and/or CDD and/or they have RSR approval to proceed with CPD development.

4.9.2. CPD Strategy Development. The requirements strategy lays the foundation for CPD development and supports the Production and Deployment phase for a single increment. The selected materiel solution is based on analysis and mature technologies demonstrated before MS C. The sponsor applies lessons learned during the previous phases plus any other appropriate risk reduction activities such as experimentation, T&E, and capability, cost and schedule tradeoffs.

4.9.3. RSR Guidance. An RSR is required for all CPDs. Refer to [Paragraph 3.4](#) for additional RSR guidance.

4.9.4. HPT Guidance. An HPT is required for all AF sponsored CPDs. Refer to [Paragraph 3.5](#) for additional HPT guidance and membership criteria.

4.9.5. Review & Staffing Guidance. After the CPD is developed, it is reviewed by the AFRRG for approval to initiate initial staffing (Reference [Paragraph 5.3](#)), validated by the AFROC, and approved by the CSAF (ACAT I) or VCSAF. The level of Joint review and validation beyond the AFROC is dependent upon the document's JSD. See [Table 5.1](#) for additional details.

4.9.6. Approval Criteria. The CPD will comply with the JCIDS Manual format and guidance. Additionally, during the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.9.6.1. Mission area/portfolio overview to include: threat, current versus required capabilities, and operational risk assessment.

- 4.9.6.2. Program description - outline what gaps will be mitigated.
  - 4.9.6.3. CONOPS, OV-1 and key linkages to other enabling capabilities and program dependencies.
  - 4.9.6.4. Portfolio affordability review to include procurement and life cycle operations and sustainment costs.
  - 4.9.6.5. KPPs, KSAs with supporting methodology, rationale and analysis for threshold (T) and objective (O). Sponsor should be able to show the supporting cost versus capability tradespace analysis used to refine the key operational requirements for major program cost drivers. If the threshold value is not planned to be achieved following Full Rate Production or a full deployment, include an interim testable threshold value for the LRIP or initial fielding.
  - 4.9.6.6. Unit procurement and operations & sustainment cost goals/caps.
  - 4.9.6.7. Technology and Manufacturing readiness levels and primary requirements cost drivers.
  - 4.9.6.8. Life-cycle cost estimate (including level and fidelity) and current funding.
  - 4.9.6.9. Status of JS Certifications/Endorsements.
  - 4.9.6.10. Intelligence supportability requirements.
  - 4.9.6.11. Schedule, quantities, IOC & FOC dates, program cost estimates.
  - 4.9.6.12. Sponsor will outline any operational requirements and program changes from the CDD and describe the rationale that led to the change. Sponsors will also outline any impact to mission capability and program cost/schedule as a result of these changes.
- 4.9.7. Exit Criteria. A validated CPD completes the CPD process.
- 4.9.8. CDD in lieu of CPD. The CDD may be submitted in lieu of a CPD to support MS C acquisition decisions for each successive capability increment so long as there are no changes to KPPs, KSAs, other system attributes, and there are no adverse effects to previously validated capability requirements. When considering a CDD in lieu of CPD approach, the sponsor must contact AF/A5R-P and the AF/A5R Functional Division regarding its feasibility and receive approval to proceed. If approved, the CDD in lieu of CPD request will be forwarded to the AFRRG for review. In most cases, initial staffing is waived and with AFRRG concurrence the CDD in lieu of CPD is forwarded to the AFROC for validation, before submitting the document to the JS for review and validation (as required).
- 4.9.9. Changes to the CPD. Unlike the CDD, the CPD is always specific to a single increment and is normally not updated. However, should a CPD update be required, the sponsor must contact AF/A5R-P for review. Proposed changes to KPPs, KSAs, and/or additional attributes must be accompanied by a funding strategy and schedule that have been coordinated with the appropriate program office. As a minimum, all changes to KPPs (regardless of ACAT) must be validated at the AFROC and agreed upon by VCSAF. Document preparation, format, review, validation, approval, and archiving of subsequent updates are normally the same as the original CPD. Many AF systems have been developed and procured pre-JCIDS using an ORD. Significant requirements changes to programs developed using an ORD will normally require a new JCIDS document.

**4.10. Information Systems.** AF Information Systems are usually classified either as a Major Automated Information System (ACAT IA) or Automated Information System (ACAT III). In rare cases, a Major Automated Information System may also rise to meet the criteria and classification of a Major Defense Acquisition Program. For these situations, an IS-ICD will not be used. Defense Business Systems can fall into any of the above categories. A Defense Business System is an IS that is not part of a weapon system, or directly involved in the fulfillment of military or intelligence missions. Defense Business Systems are not subject to JCIDS and are not normally reviewed by the AFRRG or AFROC.

4.10.1. IT-Box Model. The IT Box Model, as described in the JCIDS manual, provides IS programs greater flexibility to incorporate evolving technologies and achieve faster responses from requirements validation processes by calling for fewer iterations of validating documents through the JCIDS process.

4.10.2. IS-ICD. IS-ICDs are used to document capability requirements and associated capability gaps where the intended solution approach involves research, development, and acquisition of applications system software, and the projected software development costs exceed \$15M. It is not intended to be used for software embedded as a subset of a capability solution developed under other validated documents. All hardware associated with an IS-ICD is COTS/GOTS/NDI and hardware development is restricted to that necessary for system integration, system enhancements, and hardware refresh due to obsolescence. Follow-on IS-CDDs, CDDs and CPDs are not required for IS using an IS-ICD. An IS-ICD can be used for Automated Information Systems that exceed \$15M in development costs and are not designated an MDAP.

4.10.2.1. Entry Criteria. A sponsor can initiate an IS-ICD for any IS provided it meets the requirements listed in **Paragraph 4.10.2**

4.10.2.2. IS-ICD Strategy Development. The IS-ICD requirements strategy establishes the path necessary to develop a quality IS-ICD that is capable of guiding future capability development activities. Continuous collaboration ensures the requirements strategy addresses required capabilities identified in the CBA and/or applicable Joint and AF concepts, capabilities-based planning documents and other pertinent guidance.

4.10.2.3. RSR Guidance. An Initial RSR is required for all AF sponsored IS-ICDs. Refer to **Paragraph 3.4** for additional RSR guidance.

4.10.2.4. HPT Guidance. An HPT is required for all AF sponsored IS-ICDs. Refer to **Paragraph 3.5** for additional HPT guidance and membership criteria.

4.10.2.5. Review & Staffing Guidance. After the IS-ICD is developed, it is reviewed by the AFRRG for approval to initiate initial staffing (Reference **Paragraph 5.3**), validated by the AFROC, and approved by the VCSAF. The level of Joint review and validation beyond the AFROC is dependent upon the document's JSD. See **Table 5.1** for additional details.

4.10.2.6. Approval Criteria. The IS-ICD will comply with the JCIDS Manual format and guidance. Additionally, during the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed:

4.10.2.6.1. A proposed/approved governance structure.

- 4.10.2.6.2. A methodology/rationale for the minimum values for each gap identified in the IS-ICD with reference to the key supporting analysis.
- 4.10.2.6.3. A review of costs, funding and schedule.
- 4.10.2.6.4. A CONOPS Summary that provides the operational context for understanding the need and the solution tradespace. This summary should include: desired operational outcomes, effects produced to achieve outcome, intelligence support needs, how capability complements Joint Forces and enabling capabilities, as required.
- 4.10.2.6.5. A description of the capability gap and the operational and/or force management risk of not filling the gap.
- 4.10.2.7. Exit Criteria. AFROC will validate the IS-ICD and document the validation decision with an AFROCM. The AFROCM and IS-ICD will be archived in the IRSS database. The level of review, validation, and approval beyond the AFROC is dependent upon the document's JSD (**Table 5.1**). The status of programs using IS-ICDs will normally be reviewed by the appropriate FCB every two years. The AFRRG and/or AFROC will review before FCB review.
- 4.10.2.8. IS-ICD Revalidation. An IS-ICD will require AFROC revalidation in the following situations:
- 4.10.2.8.1. If any new capability requirements need to be added beyond the scope of the previously validated IS-ICD.
- 4.10.2.8.2. If Major Automated Information System program development and integration or sustainment funding increases by 10% or more than what is identified in the IS-ICD.
- 4.10.3. IS-CDD. IS-CDDs have the same intent as an IS-ICD and are intended to be used in cases where a validated ICD or CDD wants to transition to the IT Box model. An IS-ICD is not required before initiating an IS-CDD. For purposes of this instruction an IS-CDD will be processed in the same manner as an IS-ICD. For additional information on the IS-CDD reference the JS Alternate Formats document to the JCIDS Manual.

**4.11. Joint DOTmLPF-P Change Recommendation (Joint DCR).** Joint DCRs are the JCIDS approved method for documenting and validating non-materiel solutions that are used as an alternative to, or complement of, a materiel solution. The use of a Joint DCR must have Joint impact. AF service specific changes do not use a Joint DCR; they are captured using the AF Change Recommendation process. Refer to **Paragraph 4.12** for additional guidance on AF DCR. Refer to the JCIDS Manual for additional guidance on Joint DCRs.

- 4.11.1. Entry Criteria. In most cases an ICD(s) will be the basis for a Joint DCR request. However, an ICD is not required before initiating a Joint DCR request. In these situations, the sponsor will follow the guidance as specified in the JCIDS Manual. These requests can be made during any phase of the acquisition process.
- 4.11.2. HPT Guidance. An HPT will be required for a Joint DCR. Contact AF/A5R-P for details on HPT membership and execution guidance. Refer to the AF/A5R-P website for additional information.

4.11.3. Review & Staffing Guidance. After the Joint DCR is developed, it is reviewed by the AFRRG for approval to initiate AF initial staffing (Reference [Paragraph 5.3](#)), validated by the AFROC, approved by the VCSAF, and then is submitted for JS for validation.

4.11.4. Approval Criteria. The Joint DCR will comply with the JCIDS Manual format and guidance. During the AFRRG and AFROC reviews, as a minimum, the following items will be reviewed: identify the purpose of the change, identify the associated benefits of the change (e.g. cost or manpower savings), identify any potential road-blocks (e.g. funding, resource or time constraints), identify any gap(s) mitigated, identify projected implementation costs, demonstrate approval of impacted stakeholders to include the functional area responsible for oversight of the DOTmLPF-P specified area(s) and identify the Lead HAF organization/Lead Command/CFLI.

4.11.5. Exit Criteria. Joint DCR will be validated by the JROC and documented with a JROCM.

**4.12. AF DOTmLPF-P Change Recommendation (AF DCR).** AF DCRs document the AF unique non-materiel solutions identified in the CBA. This is also used when a unique AF non-materiel solution can be implemented independent of proposed materiel needs, or situations that complement a materiel solution. These change recommendations will be implemented in accordance with the appropriate processes for the type of non-materiel solution (e.g., training, doctrine, policy, manpower, facilities). AF change recommendations do not go to the Joint Staff. [Table 4.1](#) illustrates the POCs for AF Change Recommendations.

**Table 4.1. AF DOTmLPF-P Process Owners**

DOTmLPF-P Area	Functional Process Owner
AF Doctrine	Air University
AF Organizations	Air Staff – A/1
AF Training	HQ AETC
AF Materiel	SAF/AQ
AF Leadership & Education	HQ AETC / Air University
AF Personnel	Air Staff – A/1
AF Facilities	Air Staff – A4/7
AF Policy	Various POCs – Topic Specific

4.12.1. Entry Criteria. An AF Change Recommendation may be submitted at any time during the requirements process, when a non-materiel solution(s) has been identified as a more efficient or more effective means to close a capability gap. Typically, CBA results will be used to identify change recommendations to DOTmLPF-P.

4.12.2. HPT Guidance. An HPT will be required for an AF DCR. Contact AF/A5R-P for details on HPT membership and execution guidance. Refer to the AF/A5R-P website for additional information.

4.12.3. Review & Staffing Guidance. After the AF DCR is developed, it is reviewed by AFRRG for approval to initiate AF initial staffing (Reference [Paragraph 5.3](#)), validated by the AFROC, and approved by the VCSAF.

4.12.4. Approval Criteria. The following criteria will be required for approval: the sponsor will identify the purpose of the change, identify the associated benefits of the change (e.g.

cost or manpower savings), identify any potential road-blocks (e.g. funding, resource or time constraints) identify any gap(s) mitigated, identify projected implementation costs, and demonstrate approval of impacted stakeholders to include the functional area responsible for oversight of the DOTmLPF-P specified area(s).

4.12.5. Exit Criteria. AFROC approval will be documented with an AFROCM and archived in the IRSS database.

## Chapter 5

### DOCUMENT STAFFING & VALIDATION

**5.1. Purpose.** This chapter provides a description of the JCIDS staffing process for AF and Non-AF documents. It identifies the staffing tools used by the AF to staff JCIDS documents. It provides guidance on the Joint Staffing Designation, Joint Staff endorsements and certifications, document coordination & comment resolution, and document validation and approval.

**5.2. (AF) Information & Resource Support System (IRSS).** IRSS is a web-based tool on the SIPRNet AF Portal designed to facilitate processing and tasking of AF and non-AF sponsored requirements documents. IRSS is also used for archiving AF sponsored JCIDS documents and all associated documentation (e.g. AFROCMs, AFRRGMs). A listing of applicable agencies and offices to be included in all AF reviews is located within IRSS. Sponsors (via MAJCOM/Agency POCs) will submit documents and taskings via IRSS to AF/A5R-P for HAF Review, Joint Review, AFROC/JROC validation, and to track the history of document development. AF/A5R-P will forward documents and tasking to appropriate Joint Staff and HAF offices. AF/A5R-P will archive all AF sponsored operational capability requirements documents and AoA/analysis results (up to Secret), regardless of ACAT or JSD. Detailed information on IRSS procedures is located on the AF/A5R-P Requirements website.

**5.3. Staffing Process for AF Sponsored Documents.** Staffing begins when a sponsor submits a requirements document for AFRRG review. Following AFRRG approval, AF/A5R-P will initiate a 21 day AF review of the document via IRSS. Comments will be provided in accordance with [Paragraph 5.6](#) and resolved in accordance with [Paragraph 5.7](#). Concurrent with AF initial staffing, AF/A5R-P will submit the document(s) to the JS/J8 Gatekeeper for initial Joint review as described in the JCIDS Manual. The Deputy Director for Requirements (DDR), JS/J8 serves as the JS/J8 Gatekeeper. The JS/J8 Gatekeeper will designate a lead and any supporting FCBs with responsibility for the document and formally assign a JSD to the document. JSD designation sets the staffing path and timeline for the document, and identifies the validation authority. Regardless of potential ACAT or validation authority, all AF sponsored ICDs, IS-ICDs, CDDs, IS-CDDs, CPDs, and Joint DCRs will be submitted to the Joint Staff for evaluation of joint equity and to determine the appropriate staffing process and validation authority. The five JSDs are listed below:

5.3.1. JROC Interest. Applied to all documents describing ACAT I/IA programs, Joint DCRs, and those that have a potentially significant impact on interoperability (interagency, allied/partner nation, coalition). Following resolution of comments these documents are presented to the AFROC for AF validation. After AFROC validation the documents are submitted for applicable endorsements and certifications and for FCB and JCB review and JROC approval. The JROC is the validation authority for JROC Interest documents.

5.3.2. JCB Interest. Applied to all documents describing ACAT II and below programs that have a potentially significant impact on interoperability (interagency, allied/partner nation, coalition). JCB Interest documents go through the same review process as JROC Interest documents, but receive JCB approval instead of JROC approval.

5.3.3. Joint Integration. Applied to all documents describing ACAT II and below programs, which require one or more joint endorsements or certifications, but are below the level of

JCB interest. All certifications for Joint Integration documents must be obtained before AFROC review and validation. AF/A5R-P will submit Joint Integration documents to the JS/Gatekeeper for JS endorsements and certifications. The AFROC is the validation authority for Joint Integration documents.

5.3.4. Joint Information. Applied to all documents describing ACAT II and below programs, which do not need Joint Staff endorsements, and are below the level of JCB Interest. The AFROC is the validation authority for Joint Information documents.

5.3.5. Independent. Beyond JS Gatekeeper review and JSD assignment, Independent documents do not undergo Joint review. These documents are validated by the AFROC.

**5.4. Endorsements/Certifications.** Depending on the JSD level, requirements documents sponsors may need to secure additional endorsements/certifications during the staffing process. Reference the JCIDS Manual for additional guidance on the endorsement/certification process.

**5.5. Staffing of Non-AF-Sponsored Documents.** The JS/J8 forwards all operational capability requirements documents with a JSD of JROC Interest, JCB Interest, Joint Integration, or Joint Information to AF/A5R-P for AF review. After coordination with the AF FCB Lead to determine any additional staffing distribution, AF/A5R-P forwards the document via IRSS to all HAF and MAJCOM mandatory addressees listed on the AF Staffing Distribution list for 15 day initial staffing review. AF organizations will provide GO endorsement for any critical comments. The AF FCB Lead is responsible for reviewing AF comments, ascertaining the need for GO/SES sign out (i.e. critical comments) and coordinating AF position.

**5.6. Document Coordination and Commenting.** Lack of a response from any AF agency tasked to review an operational capability requirements document by the designated suspense date is considered concurrence (tasking agencies are not required to accept late comments). Document reviewers will submit comments and identify the significance of the comment as “critical,” “substantive,” or “administrative.” Convincing support for critical and substantive comments will be provided in the comment matrix via IRSS.

5.6.1. Critical. A critical comment indicates non-concurrence with the document until the comment is satisfactorily resolved. Critical comments should be restricted to critical issues regarding KPPs and KSAs, concepts of operations, violation of policies and directives, and other fundamental issues concerning cost, schedule or performance that would bring into question the rationale for the document to be approved. Any organization submitting critical comments must have GO/SES endorsement before submission. Documents with unresolved critical comments will not go to the AFROC unless approved by AF/A5R.

5.6.2. Substantive. A substantive comment addresses a section in the document that appears to be, or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections. Substantive comments do not indicate non-concurrence, but the document sponsor must consider all substantive comments for incorporation.

5.6.3. Administrative. An administrative comment addresses typographical, format, or grammatical errors. The sponsor should consider all administrative comments.

**5.7. AF Sponsor Comment Resolution.** The AF/A5R-P will consolidate all comments into two CRMs; one CRM contains comments from AF review, and the second CRM contains comments from the Joint review. Sponsors will use the CRMs to document actions taken in



JS Validation Authority	JROC	JROC	JROC	JCB	JCB	N/A	N/A
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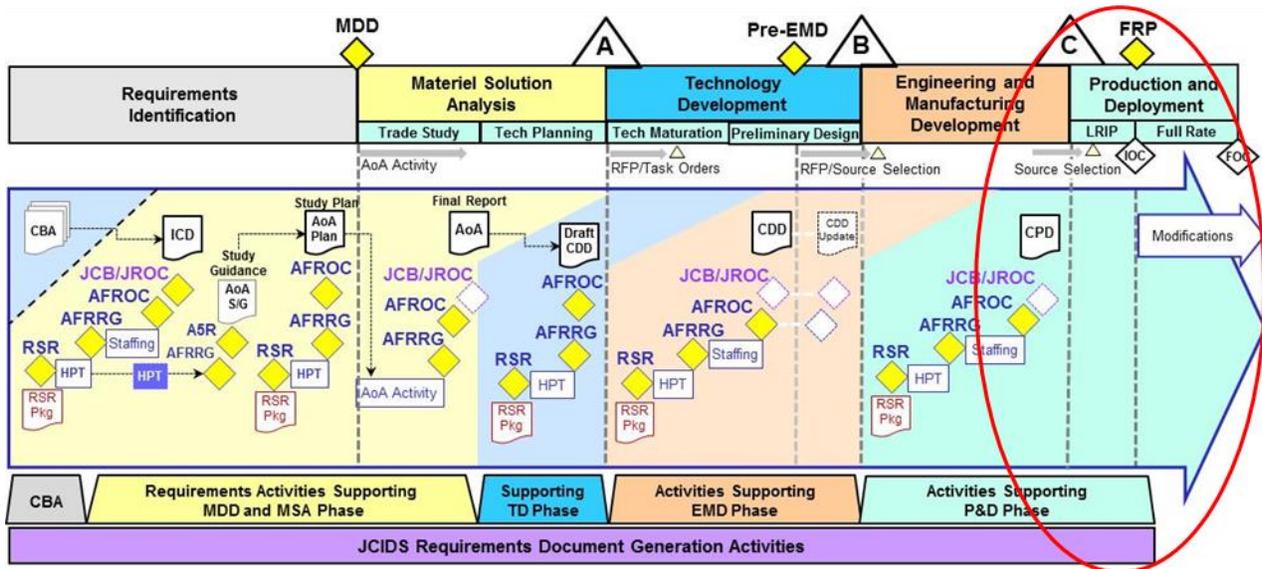
**5.9. Document Completion.** After document approval, the document sponsor will provide a copy of the final version to AF/A5R-P. AF/A5R-P is responsible for posting a final signed document and all supporting material into IRSS. AF/A5R also forwards a copy to the JS/J8 Gatekeeper.

## Chapter 6

## GUIDANCE FOR MODIFICATIONS

**6.1. Purpose.** This chapter provides a description of the operational capability requirements modifications process. It outlines the requirements activities required for modifications to in-production systems fielded and managed by the AF. In-production systems are those delivered to the government via a DD Form 250, *Material Inspection and Receiving Report*, or in the case of software are systems that are simply approved for full deployment. For additional guidance on modifications reference AFI 63-131.

**Figure 6.1. Requirements Overview – Modifications**



**6.2. Modifications.** A modification is an alteration to a configuration item (CI) that, as a minimum, changes its form, fit, function, or interface. Modifications may be installed as permanent or temporary alterations, and may be needed to add a new temporary or permanent capability to a fielded system or to sustain existing capability. Descriptions of each are listed below.

**6.2. (AFRC)Modifications.** Aircraft modifications are part of the DOD and AF acquisition and sustainment process. Modifications are based on identified, documented, and validated mission needs which seek to improve an existing capability or exploit an opportunity to reduce costs or enhance performance. Anyone in the command may identify and submit modification requirements, provided coordination via the modification and configuration management process is consistent with this instruction and lead command guidance. Modifications may be classified as permanent (P), temporary (T-1) and temporary (T-2) modifications. Regardless of classification, modifications will not be accomplished on any AFRC asset without prior Single Manager (SM) engineering and applicable owning-, using- or lead-, command approval. T-1 and T-2 modifications will be removed and the asset restored to original configuration prior to transfer to another command unless waived by the gaining command. Upon installation of a T-1 or T-2 modification, the installation must be annotated in the appropriate aircraft/equipment

condition records until such time the modification is removed and the asset returned to its original configuration. Refer to AFI 63-131 for complete modification descriptions.

6.2.1. Temporary Modifications. Temporary modifications change the configuration of an item to enable short-term operational mission accomplishment, or to conduct test and evaluation (T&E) of new and modified equipment. When the modification is no longer needed, as documented in the AF Form 1067, it is removed and the CI is returned to its permanent configuration.

6.2.2. Permanent Modifications. Permanent modifications change the configuration of an asset/software/firmware for operational effectiveness, suitability, survivability, service life extension and/or reduce ownership costs of a fielded weapon system, subsystem, or item.

6.2.3. Sustainment Modifications. Sustainment modifications are those performed to maintain existing capability and must show traceability to existing, validated requirements (ORD, CDD, CPD, etc.). Modifications that enhance or add performance do not fall in this category, are considered “new” requirements and require validation and approval by the appropriate authority.

**6.3. AF Form 1067 Usage and Validation/Approval.** The AF Form 1067 is the document normally used to initiate temporary modifications and permanent sustainment modifications for fielded systems and equipment. An AF Form 1067 can also be used to document the submission, review and approval of requirements for permanent capability modifications estimated to cost no more than ten percent of the minimum threshold dollar values for ACAT II programs.

6.3.1. AF Form 1067 Approval (All Types). The Lead Command Director of Requirements and Program Manager for a system may approve all AF Form 1067s below \$50M (total program cost: RDT&E + procurement in current year dollars). AF Form 1067s greater than \$50M (total program cost: RDT&E + procurement in current year dollars) require AF/A5R approval after appropriate staffing across HAF. AF Form 1067s greater than \$100M (total program cost: RDT&E + procurement in current year dollars) require AFROC validation and VCSAF approval as appropriate. See [Table 6.1](#) for additional guidance.

6.3.1. (AFRC) Submit all modification proposals on an AF Form 1067. The AF1067 serves as the source document from concept to paper for modification proposal packages.

6.3.2. Permanent Modifications (New Capability). Modifications that introduce new capability and are estimated to cost no more than ten percent of the minimum threshold dollar values for ACAT II programs, as described in DoDI 5000.02, may use an AF Form 1067. Sponsors will include a Table of Performance Parameters/Attributes (KPP, KSA, other or attributes) with minimum Threshold/Objective values similar to the format for a CDD/CPD. If estimated expenditures exceed ten percent of ACAT II minimum threshold dollar values, an AF Form 1067 may not be used for modifications that introduce new capability; in this case, the sponsor will prepare a new JCIDS requirement document for review and validation. See [Table 6.1](#) for additional guidance.

6.3.3. (Added-AFRC) Establish a modification proposal review process at all echelons within the command through the use of Modification Review Boards (MRBs). Each AFRC Numbered Air Force, Lead Wing, and Operational Unit establishes an MRB. MRBs comply with the instructions herein for evaluating, prioritizing, and processing modification

proposals. The HQ AFRC Configuration Review Board (CRB) is chaired by HQ AFRC/A4M and acts as the command MRB.

6.3.4. **(Added-AFRC)** All modification proposals require MRB and CRB evaluation to ensure configuration management. Under no circumstances will an asset be modified without prior MRB, CRB, lead command and SPO engineering approval.

6.3.5. **(Added-AFRC)** Submit acquisition modifications through the applicable MRBs to HQ AFRC/A5R/A8M/V/W. HQ AFRC A8M/V/W forwards acquisition modifications to HQ AFRC/A4M after processing for RDT's. Submit sustainment modifications through the applicable MRBs to HQ AFRC/A4M. HQ AFRC/A4M forwards all proposals to the HQ AFRC CRB recorder for assignment of a control number and processing into the AFRC CRB. The CRB determines Modification Management Responsibility (MMR) and MMR Transfer (MMRT) as part of the CRB evaluation for all AFRC initiated modifications. Do not submit modification proposals directly to the CS before CRB review and the MMR/MMRT is established.

6.3.6. **(Added-AFRC)** Modifications constitute alterations to the form, fit, or function of an existing produced material asset or configured item such as aircraft, commodity system or component, equipment, missile, space system, software, trainer, simulator, pod, etc. Modifications may also result from acquisition efforts or proposals that alter or enhance capability. Modifications may result in improved safety, sustainability, capability, survivability, reliability and maintainability, process efficiency and/or effectiveness.

6.3.7. **(Added-AFRC)** Explore alternate solutions and strategies to modifications such as waivers, preferred spares replacements, process/procedural improvements, minor technical order and operating manual changes, etc., prior to submitting modification proposals. Use other established processes, programs, and forums as a more economical solution to modification proposals where appropriate. Examples include the System Safety Group (SSG), Quality Improvement Process (QIP), Problem Solving Process (PSP), suggestion program, Product Improvement Working Group (PIWG), AFTO Form 22, Technical Order Improvement Report and Reply, Weapons System Cost Reduction (WSCR), T.O. 00-35D-54, Deficiency Reporting, and Improved Item Replacement Program (IIRP). Consider non-material solutions as alternatives to modifications prior to initiating a modification proposal. Candidate modification proposals must include an analysis of the above alternative solutions/considerations and supporting data when being submitted to HQ AFRC for consideration.

6.3.8. **(Added-AFRC)** AFRC Modification Review Boards (MRBs). Establish MRBs at all levels within the command to evaluate, validate, and certify modification proposals. MRBs ensure their process adds value to the modification process. MRBs meet as necessary to ensure a successful customer-supplier and validation process exists.

6.3.8.1. **(Added-AFRC)** MRB voting members are assigned from collateral management team members authorized in the decision-making process to commit resources from within their representative areas.

6.3.8.2. **(Added-AFRC)** MRBs commit to achieve consensus for the use, assignment, and allocation of resources in the best interest of the organization, the customer, and the public. MRBs that supply proposals to the next echelon of the MRB evaluation process

must ensure compliance with applicable acquisition/modification directives as well as the requirements set forth by the customer MRB or CRB.

6.3.8.3. **(Added-AFRC)** MRBs assign a recorder to produce written minutes of MRB meetings. Provide minutes from MRB meetings to the applicable customers and suppliers.

6.3.8.4. **(Added-AFRC)** Each MRB designates functional area representatives within their organization to act as modification monitors (MM). As applicable, MMs are responsible to ensure tracking of modifications in and out of their organization/functional area, assigning control numbers, and advising collateral program and process managers/monitors such as the base level suggestion manager, product improvement monitor, etc., of modification status as it changes to include necessary documentation required by the collateral process. In some cases, a designated MRB or CRB recorder may accomplish this function.

6.3.8.5. **(Added-AFRC)** MRBs maintain a file of all active applicable T-1/T-2 modification directives for assigned assets. The T-1/T-2 file is reviewed at least semiannually for modifications necessary to convert to permanent (P) status or needing extension waivers IAW AFI63-131, Chapter 3. T-1 and T-2 command recession directives are maintained on file for two years.

6.3.8.6. **(Added-AFRC)** Each MRB sets up suitable metrics consistent with quality Improvement principles to ensure their assigned MRB process is efficient, effective, value-added and customer oriented.

6.3.9. **(Added-AFRC)** HQ AFRC Configuration Review Board (CRB). The HQ AFRC CRB acts as the command MRB. HQ AFRC/A4M chairs the HQ AFRC CRB. HQ AFRC A4M/ A5R/ A3T/ A4S/ SEF/ FMA/ CEP assigns necessary division/section level voting representatives to the CRB. Representative CRB division/sections assign action officers, functional area managers (FAM), weapons system managers (WSM), or equipment specialists (ES) for staffing modification proposals. As applicable, the action officers, FAMs, WSMs, and ESs provide recommendations and expertise in evaluating modification proposals. They may also assist in prioritizing modification needs for submission through their division/section level voting members to the CRB, CCB, or RROC. In addition, they may brief board members of specific modification details (such as risk factors, impact, etc.) in order to assist the board in modification deliberations and the command validation, certification, and prioritization processes. 7

6.3.9.1. **(Added-AFRC)** The CRB convenes as necessary to review modification proposals. The CRB acts as the command certification and approval authority for all AFRC modification requirements affecting AFRC assets. The CRB forwards CRB-approved permanent modification proposals to the applicable lead command for fleet wide consideration.

6.3.9.2. **(Added-AFRC)** The CRB assigns OPRs/OCRs as necessary to ensure command T-1/T-2 modification/ rescission directives are written, coordinated, and distributed as applicable.

6.3.9.3. **(Added-AFRC)** The AFRC CRB recorder publishes a list of all active, rescinded, and pending modifications by 30 December of each year and distributes it to

the command customers and suppliers accordingly. As a minimum, the listing identifies the modification number, title, affected assets, and status of all active and rescinded modifications for the fiscal year.

6.3.10. **(Added-AFRC)** Process Compliance. Process owners assume responsibility for process compliance. Assignments or possession of an asset does not constitute authority to modify/demodify an asset without an approved command level or SPD modification directive.

6.3.11. **(Added-AFRC)** Preparing and Submitting Proposals. Quantify, classify, validate, evaluate, submit, and process modification proposals according to this instruction and associated publications. Proposals submitted into the modification requirements and evaluation process must be data supported and must include accompanying data at the time of submission into the modification evaluation process. Concepts, ideas, or recommended engineering studies by themselves do not constitute a modification proposal.

6.3.11.1. **(Added-AFRC)** The initiator (or responsible field level agency tasked to develop a modification package) submits all modification proposals on an AF Form 1067. The AF Form 1067 is the basic modification proposal document. Accompanying subordinate supporting documents such as concept/ feasibility studies, proposed installation instructions, photographs, drawings (consistent with the level of expertise and resources available to accomplish the instructions and drawings), numerical data, charts, point papers, etc., accompany the AF Form 1067 as attachments when submitted. Suppliers into the modification process ensure compliance with these directives and related specifications.

6.3.11.2. **(Added-AFRC)** Once the basic AF Form 1067 modification proposal and subordinate documents are prepared, forward the proposal to the next level MRB for processing, evaluation, validation, and prioritization. Evaluators and MRBs return incomplete or improperly submitted proposals to the initiator. Evaluators returning proposals will inform any intermediate MRB's (such as NAF MRB's) of any returned 1067s. Returned proposals include appropriate recommendations to ensure the intent or potential benefit of the proposal is not overlooked, suggestions to improve the proposal, and other comments as necessary. Modification proposals may be disapproved by the staff level OPR at any level of the command prior to MRB review provided disapproval of the proposal is data supported and the data accompanies the disapproval document.

6.3.11.3. **(Added-AFRC)** Field unit MRBs submit approved modification proposals to the NAF designated aircraft/ system/subsystem/ equipment lead unit of the asset for processing, evaluation, and prioritization.

6.3.11.4. **(Added-AFRC)** Lead units obtain a consensus of a proposal from like AFRC operating units before forwarding it to the NAF MRB for consideration. (Exception: T-1 and T-2 modification proposals to support a validated requirement for a special mission affecting only one unit within the command). Lead unit evaluations include review of the proposal for interoperability, mobility requirements and compatibility, life-cycle costs, attrition factors, fleet-wide applicability, tangible/ intangible benefits, and overall weapon system/system/commodity asset prioritization of the proposal. Lead MRBs forward approved proposals to the applicable NAF MRB for consideration.

6.3.11.5. **(Added-AFRC)** NAF MRBs forward approved modifications to HQ AFRC after MRB evaluation and assign the proposal a numerical weighted value and recommended priority for accomplishment.

6.3.12. **(Added-AFRC)** Software. Conduct software configuration control according the system Computer Resources Lifecycle Management Plan (CRLMP) and applicable guidance.

6.3.13. **(Added-AFRC)** Modification Implementation. Implementation of approved modifications is by directive from the applicable command or SPD as applicable. Under no circumstances will an asset be modified without engineering approval and a written directive issued.

6.3.13.1. **(Added-AFRC)** T-1/T-2 modification and rescission directives are issued to the field by the command MRB chair.

**Table 6.1. Decision Logic Table for Modifications**

If total cost estimate (Proc & RDT&E) is:	Validation & Approval Authority	Documentation Required (as determined by Validation Authority, see Notes)
Less than \$50M	Lead Command Director of Requirements & PM	IF Validated as Permanent “Sustainment” or Temporary (T-1, T-2) Modification THEN use AF FORM 1067
Between \$50-100M	AF/A5R	
More than \$100M	AFROC and VCSAF	IF Validated as Permanent mod for “New Capability” AND less than 10% of ACAT II minimums (RDT&E and Proc per DoDI 5000.02) THEN use AF FORM 1067 And include a KPP/KSA Table  Otherwise, submit a new JCIDS Document(s) for appropriate validation

**6.4. Net-Ready Key Performance Parameters (NR KPP).** The JS/J6 DDC4 must approve permanent modifications that require interoperability and supportability certification (normally addressed as the NR KPP in operational capability documents). For modifications that meet AF Form 1067 criteria, the sponsor prepares an AF Form 1067 while the program manager, with the sponsor’s support, updates the system’s information support plan (ISP). The sponsor submits the updated ISP to JS/J6 to obtain certification. The modification may not be installed until the interoperability and supportability certification is granted by JS/J6.

## Chapter 7

### URGENT / EMERGENT OPERATIONAL NEEDS

**7.1. Purpose.** This chapter provides a description of the Urgent Operational Needs (UONs)/Joint Urgent Operational Needs (JUONs)/Joint Emergent Operational Needs (JEONs) process. See the JCIDS Manual for additional information on UONs/JUONs/JEONs.

**7.2. Specific UON/JUON/JEON Organizational Responsibilities.** All organizations listed below will identify an OPR for processing and tracking all AF UONs/JUONs/JEONs related to their organization. In addition, they have the following responsibilities:

7.2.1. AF/A5R is the single HAF POC for operational capability requirements activities associated with this process.

7.2.2. SAF/AQX is the single HAF POC for acquisition activities associated with this process. This includes determination of an appropriate acquisition strategy in accordance with the Quick Reaction Capability (QRC) process as described in AFI 63-114.

7.2.3. Air Combat Command (ACC) is the Lead Command for UONs/JUONs/JEONs associated with air combat capabilities, integrated ISR capabilities, combat search and rescue, command and control, and combat support capabilities.

7.2.4. Air Mobility Command (AMC) is the Lead Command for UONs/JUONs/JEONs associated with air mobility capabilities.

7.2.5. Air Force Special Operations Command (AFSOC) is Lead Command for UONs/JUONs/JEONs associated with special operations capabilities.

7.2.6. Air Force Space Command (AFSPC) is Lead Command for UONs/JUONs/JEONs associated with space and cyberspace-related capabilities.

7.2.7. Air Force Global Strike Command (AFGSC) is the Lead Command for UONs/JUONs/JEONs/QRCs associated with nuclear and global strike capabilities.

7.2.8. Implementing commands, AFSPC and AFMC, will assist the Lead Command in identifying potential solutions, developing the acquisition strategy, and test and evaluation strategy.

7.2.9. **(Added-AFRC)** AFRC field commanders submit the UON request message to HQ AFRC/A3/A5A8 and any other HQ or NAF directorates as determined by the requester. HQ AFRC/A5A8 organizes an emergency CS meeting to convene within 72 hours of message receipt. Within one hour of message receipt, the affected MDS AO routes the UON request to all other affected HQ directorates. The affected MDS AO immediately notifies the lead command requirements division and AF/XOR that AFRC is beginning the process of MAJCOM CCD validation. A5A8 appoints an action officer to staff the CCD through completion.

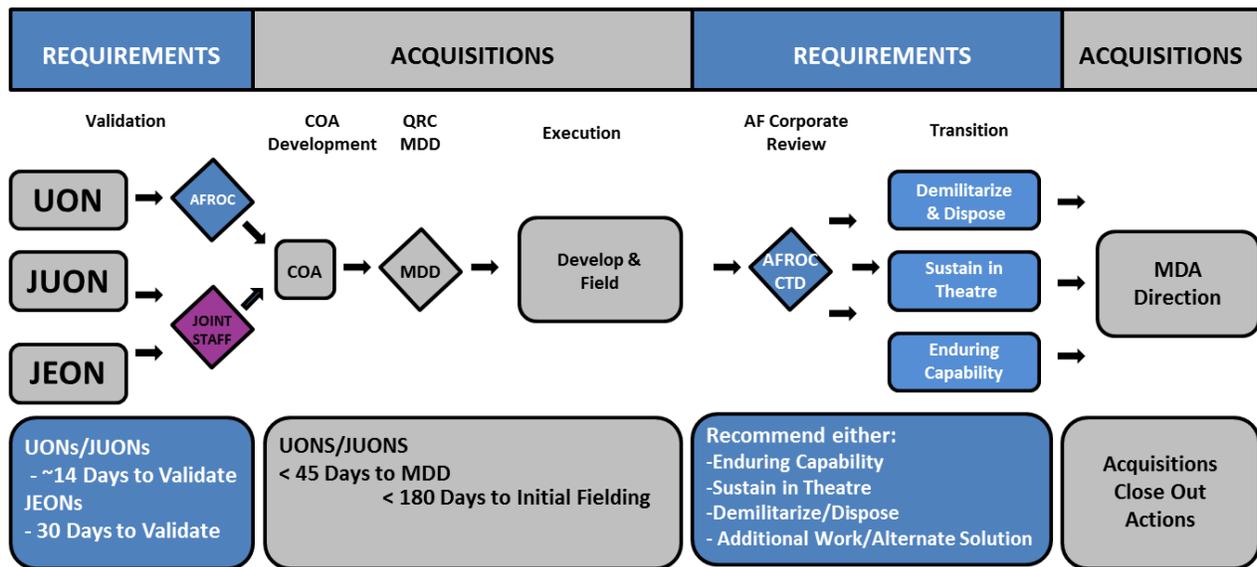
7.2.9.1. **(Added-AFRC)** The affected MDS action officer and functional POC prepare the CCD with applicable HQ division level input, coordinate with the lead command and prepare a briefing for the emergency CS meeting(s). This situation may dictate the use of skip echelon procedures to accelerate CS approvals. If A5A8 determines that staffing

does not need to continue through a weekend or holiday, A5A8 may coordinate with A3 to suspend staffing until the next regular duty day. The A5R submits daily progress reports to A5A8 and A3.

7.2.9.2. (Added-AFRC) The A5R presents the CCD, along with the lead command response, to the emergency AFROC/CS meeting(s). If the CCD is validated by the emergency AFROC/CS meeting(s), the A5R immediately sends it to AF/XOR, sending an information copy to lead command.

**7.3. AFROC Responsibilities for Urgent/Emergent Needs.** The AFROC has two decision-making responsibilities for Urgent/Emergent Needs in the Quick Reaction Capability process. First, the AFROC is responsible for validating all UON requests. Second, the AFROC is responsible for providing an AF Corporate Review, through a Capabilities Transition Decision (CTD), for all UON/JUON/JEON fielded capabilities. See [Figure 7.1](#) for additional information on Urgent/Emergent Needs.

**Figure 7.1. Urgent/Emergent Needs in the Quick Reaction Capability Process**



**7.4. Urgent Operational Needs (UONs).** UONs identify Service specific needs during a current conflict or crisis situation that if not satisfied in an expedited manner, will result in unacceptable loss of life or critical mission failure. The goal of the UON process is to deliver fielded capability within 180 days of a validated request. The UON is not intended to be used for acquisition development activities, requesting non-materiel solutions or force deployments; however, it may identify a non-materiel approach as the most effective solution.

7.4.1. UON Submission Criteria. Organizations submitting or endorsing a UON must ensure the following criteria are met:

7.4.1.1. The urgent need has identified a capability gap or shortfall that will result in imminent loss of life and/or result in critical mission failure during an ongoing/current conflict or crisis situation.

7.4.1.2. The urgent need solution should be capable of being fielded within a 180 days of a validated request. A UON request will not be held up in cases where this is unable to be determined at the time of validation.

7.4.1.3. The UON origination and submission must come from an AF Component Commander.

#### 7.4.2. UON Submission Process.

7.4.2.1. UON Format. A recommended format for submission of a UON is provided at Attachment 2. The warfighter is encouraged to provide as much information as possible.

7.4.2.2. Early Notification. To facilitate mutual understanding of the need and expeditious identification of a satisfactory solution, warfighters are encouraged to contact Lead Command, AF/A5R and SAF/AQX as early as possible if a UON submission is being considered.

7.4.2.3. UON Validation Recommendation. Initial UON notification will include AF/A5R-P, SAF/AQX and the Lead Command. Upon notification of a UON AF/A5R-P, SAF/AQX and the Lead Command will review the UON request to ensure the right MAJCOM has been identified as the Lead Command. The Lead Command will begin developing a validation recommendation for AFROC validation.

7.4.2.3.1. The Lead Command will consider the basic solution options, ROM costs, intelligence support needs and schedule and develop a proposed COA (to include options from the special programs community). Additionally, the Lead Command will evaluate impacts on the platform(s), impacts on operational mission(s), and any impacts on modernization program(s). Based on this information, the AFROC will either validate or reject the UON with a goal 14-21 days of receipt of the UON request, normally via e-AFROC.

7.4.3. UON Validation. The Lead Command is responsible for developing a validation position for presentation to the AFROC. Validation is based on positively meeting the following three criteria: 1) requested need is in support of an ongoing/current conflict or crisis situation 2) failure to meet the need will result in imminent loss of life or critical mission failure 3) an acceptable solution can be fielded within 2 years of validation. A "Negative" response to any of these criteria will result in a MAJCOM recommendation to not validate the UON request.

7.4.3.1. If the AFROC validates the UON and the VCSAF approves, the UON is transitioned to SAF/AQX for assignment to a SAF/AQ Capability Directorate. A Milestone Decision Authority (MDA) will be appointed by the Capability Director. The Lead Command will load the UON request into the IRSS database.

7.4.3.1.1. Once the Lead Command has finalized the COA and the MDA has approved the COA, the COA selection will be reviewed by AF/A5R as a final requirements evaluation review before development and fielding.

7.4.3.2. If the request is not validated, the Lead Command will engage with the sponsor to see if descoping the requirements is a possibility. If this is not an option, the VCSAF will sign and send the AFROCM back to the AF component requesting the UON stating the reason why the UON was disapproved.

7.4.4. UON Revalidation. UON validations expire two years after the date of validation. If initial fielding has not been initiated at two years from the validation date, the Lead Command will determine from the requestor if the desired capability is still needed.

7.4.4.1. If the capability is still an Urgent Need, the Lead Command will request the AFROC to revalidate the UON. AF/A5R-P will notify SAF/AQX workflow of the revalidation decision. Courtesy copies will be provided to AFMC/A5C workflow and AFSPC/A5X workflow.

7.4.4.2. If the capability is no longer needed, the Lead Command will recommend termination of the UON to the AFROC.

**7.5. Joint Urgent Operational Needs (JUONs).** A JUON is an urgent need identified by a warfighting commander that requires synchronization across multiple Service/agency providers to ensure complete and timely combat capability is provided to the Joint warfighter. JUONs are submitted to the Joint Staff J-8 under the guidance of the JCIDS Manual. JUONs will be processed in the same manner as UONs with the exception of staffing and validation.

7.5.1. JUON Staffing. The AF FCB Lead is the AF interface with the Joint Staff on JUON issues and initiates JUON staffing actions.

7.5.1.1. When a JUON has been submitted for Joint Staff triage, the AF FCB Lead will notify AF/A5R-P, appropriate AF/A5R Division, SAF/AQX and other AF stakeholders as appropriate.

7.5.1.2. AF FCB Lead consolidates the AF response to Joint Staff triage questions, determines AF equity, and drafts proposed AF position for AF/A5R(J).

7.5.1.3. AF/A5R(J), or designated representative, transmits approved AF JUON position to the appropriate JS FCB Chair.

7.5.2. JUON Validation. JS J-8/DDR is the validation authority for JUONs.

7.5.2.1. AF FCB Lead notifies AF/A5R-P, appropriate AF/A5R Division, and AF/A5R(J) of Joint Staff validation decision. If JUON will potentially be assigned to AF, AF/A5R-P will notify SAF/AQX. If not assigned to AF, no further action required.

7.5.2.2. If JUON is assigned to the AF, SAF/AQX, in coordination with AF/A5R, will assign the JUON to a Lead Command. The Lead Command, in coordination with CCMD, AF Component, Implementing Command, AF/A5R, SAF/AQX and HAF Staff will develop a proposed COA to best address the JUON requirement within available cost, schedule, performance and quantities. The Lead Command should ensure that the special programs community is part of this coordination effort so that all possible COAs are evaluated.

7.5.2.3. AF/A5R Division POC will stay connected to Joint Rapid Acquisition Cell (JRAC), lead command, and SAF/AQX as possible COAs are developed. A JUON description and status will be added to IRSS.

7.5.3. JUON Termination Procedures.

7.5.3.1. Once the JUON solution has been fielded and the Military Utility Assessment (MUA) has been accomplished, the Lead Command will send a JUON CTD request to AF/A5R-P. See [Paragraph 7.7](#) for additional information on CTD briefs.

**7.6. Joint Emergent Operational Needs (JEONs).** A JEON is an emergent need driven by anticipated contingency operations that require synchronization across multiple Service/agencies. Development and fielding timelines are longer than UONs/JUONs with expected initial fielding occurring up to five years after validation. JEONs are submitted to the Joint Staff J-8 under the guidance of the JCIDS Manual. AF review of JEONs will be processed in the same manner as JUONs. The AF FCB Lead will staff the official AF JEON position to the JS for action.

**7.7. Capability Transition Decision.** Once the UON/JUON/JEON solution has been initially fielded and an operational assessment completed, the Lead Command will prepare a CTD recommendation to the AFROC. The CTD brief is an assessment of how the solution met the requirement and a recommendation of future utilization of the fielded solution. Lead Commands should begin planning as early as possible for the ultimate disposition of UON/JUON/JEON solutions, and include appropriate CFLI in the planning. See the AF/A5R-P website for additional CTD information.

7.7.1. Solution Assessment. Based on the assessment of operational utility, conducted within 90 days of initial fielding, the Lead Command will recommend one of the following JCIDS assessments:

7.7.1.1. Failure/Limited Success. If the solution failed or had limited success, the Lead Command will verify with the AF Component that the requirement remains valid. If the requirement remains valid, the AFROC will recommend further development of the original solution or another solution be pursued. If the requirement is no longer valid, the AFROC will terminate the UON. There are no JCIDS documents required.

7.7.1.2. Success/ Limited Duration Requirement. If the solution was a success in theater, but is limited in operational effectiveness in additional theaters, the AFROC will recommend that the original solution be maintained In-Theater for the duration of the conflict or until no longer required. There are no JCIDS documents required.

7.7.1.3. Success/Enduring Requirement. If the solution was a success, analysis shows the solution is required in other theaters of operation, it is not intended to be modified from its original configuration and it is financially viable for long-term sustainment the AFROC will recommend that the original solution become an enduring requirement. The Lead Command will document the requirement with an AF Form 1067 or CPD. However, if the solution needs to be modified to facilitate long-term operational capability and/or sustainment the AFROC will recommend that the original solution be sustained until replaced by a follow-on capability. The Lead Command will initiate development of either an AF Form 1067 or CDD as appropriate.

7.7.2. CTD Briefing Information. Based on the recommended solution assessment the following information is required for CTD briefings:

7.7.2.1. UON/JUON/JEON Background Information. Identify the capability gap, summarize the requested capability outlined in the UON/JUON/JEON, and the operational or force management risk of not transitioning the capability. Also identify the sponsor, validation date, capability fielded and fielding date. (Required for all recommendations.)

7.7.2.2. Provide Assessment of Fielded Capability (MUA Results). Identify the capability assessment period and who conducted the assessment. The assessment shall

include a brief description of how the assessment was conducted and provide AF component/CCMD concurrence that UON/JUON/JEON requirement was, or was not fully met. (Required for all recommendations.)

7.7.2.3. Provide a risk assessment for the solution. Assessment should detail how well the solution mitigates the capability gap and the impact of not sustaining the solution. (Required for all recommendations.)

7.7.2.4. Provide Analysis & Traceability to Support Enduring Requirement. Identify Operations Plans, Contingency Plans that require gap capability, identify potential future theaters where solution could be used (is this gap valid outside the current AoR), provide draft KPPs and KSAs. (Required for enduring capability recommendations.)

7.7.2.5. Provide analysis that supports the fielded solution is the preferred solution (i.e. provides the desired requirement and is affordable). If the solution is not the preferred solution provide other recommended alternatives to initiate an AoA at the MDA's direction. (Required for enduring capability recommendations.)

7.7.2.6. Provide cost estimates for sustainment and projected life cycle costs, to include integration impacts to other systems and architectures. (Required for enduring capability recommendations.)

7.7.2.7. Provide an assessment of how the capability does/does not support the CFMP vision and force structure requirements. CFLI assessment of where the capability fits into their CFMP. Take into account the CCMD IPL assessments. (Required for enduring capability recommendations.)

## **7.8. UON/JUON/JEON Tracking.**

7.8.1. MAJCOMs will provide updated UON/JUON/JEON status monthly to the AFROC (unless delegated to the AFRRG by AF/A5R) and maintain current UON/JUON/JEON records in the IRSS database. For UON/JUON/JEON with SAP involvement, MAJCOMs, in coordination with AF/A5R-P Special Projects Branch, will ensure current UON/JUON/JEON status is maintained on the appropriate AFROC Special Session network.

7.8.2. AF/A5R-P will monitor UON/JUON/JEON status through the IRSS database.

## Chapter 8

### REQUIREMENTS CERTIFICATION TRAINING

**8.1. Requirements Manager Certification Training (RMCT).** The following guidance outlines training the implementation of the AF RMCT Program.

**8.2. Accountability.** IAW JCIDS Manual guidance, all DoD organizations are accountable for ensuring responsibility for JCIDS documents rests only with fully trained personnel, especially document content POCs and validation authorities. MAJCOMs will identify and update all of their RMCT positions to AF/A5R-P annually. Additionally, MAJCOMs will report the status of trained personnel semiannually. The following are considered AF key positions for RMCT certification:

8.2.1. Requirements Strategy Development (Sponsors).

8.2.2. Requirements Strategy Review/Approval (HAF).

8.2.3. Study leads, HPT leads, facilitators, and document content POCs (Sponsors), OAS Advisors.

8.2.4. Signatories or approval authority for requirements endorsement, certification, attestation or validation/approval.

8.2.5. AFROC principals/advisors and alternates (as specified in the AFROC charter).

8.2.6. AFRRG principals/advisors and alternates (as specified in the AFRRG charter).

8.2.7. FCB WG, FCB, JCB, JROC representatives (principals and alternates).

**8.3. RMCT Levels.** All organizations determine certification levels using the following guidance:

8.3.1. Level A. Duties involve contributing to the JCIDS process by reviewing and commenting on documents, providing technical, domain or subject matter expertise, or support to staffing and coordination of JCIDS documents. Training Required: Orientation Briefing and CLR 101 course. AF Examples: AFROC/AFRRG advisor, AFRRG representative from a non-requirements position (as specified in the Charter) AFROC alternate from a non-requirements position (as specified in the Charter), IRSS POC, executive officer for a requirements senior leader, admin support for JCIDS packages and/or actions.

8.3.2. Level B. Duties include “significant” and direct involvement with JCIDS, requirements generation and document development. Training Required: Orientation Briefing, CLR 101 and RQM 110 courses. AF Examples: Study Lead, HPT Lead, document “Content POC”, Requirements/Team Lead, Requirements AO/PEM/Analyst, FCB Working Group action officer, Requirements Branch Chief or Deputy Division Chief.

8.3.3. Level C. Duties are primarily providing leadership and supervision in requirements generation and document development; and organizational representatives to JCIDS forums to include AFRRG, AFROC, FCB WG, FCB, JCB and JROC. Training Required: Orientation Briefing, CLR 101, RQM 110 and RQM 310 courses. AF Examples: AFRRG representative from a requirements position (as specified by the Charter), AFROC alternate

from a requirements position (as specified by the Charter), AF representative to FCB or FCB Integration forums, JCB/JROC alternate or “plus one” (below GO/SES), Requirements Division Chief or Deputy Director (below GO/SES).

8.3.4. Level D. (GO/SES only) Duties include approving draft documents for submittal into JCIDS, providing senior leadership and oversight of analysis/assessments, requirements generation, document development, coordination, and validation/approval. Training Required: Orientation Briefing, RQM 403 (3-star/below) or RQM 413 (4-star). AF Examples: Commander, Vice Commander, Director of Requirements, AFROC member or alternate (as specified in the Charter), JCB/JROC principal or alternate.

**8.4. Training and Certification Timeline.** Failure to complete the certification training by the applicable suspense date(s) will preclude individuals from participating in the requirements process until training is completed.

8.4.1. Orientation Briefing: completed within first 30 days (standard briefing developed and maintained by AF/A5R-P to be used by all AF organizations).

8.4.2. DAU course(s), IAW JCIDS Manual: completed within first 90 days.

8.4.3. RQM 310 course (level C): completed within the first 6-12 months.

8.4.4. REQ 111 course (select positions) within the first 6-12 months, as available.

**8.5. AF Requirements Training Course, REQ 111.** AF/A5R and Air Force Institute of Technology (AFIT) provide AF training to complement the DAU-sponsored RMCT courses required for certification. The AF training, REQ 111, Capabilities-Based Operational Requirements Course, is mandatory in addition to RMCT for positions where duties require a working knowledge of AF requirements policy and process (e.g. AF/A5R, MAJCOM Requirements Divisions). Specific information on course schedule and registration is located on the AFIT NOW webpage,

**8.6. Organization-level Training.** Organizations are encouraged to develop training/orientation to cover their unique policy and process guidance that supports the overarching AF and JCIDS processes.

**8.7. Core Plus” Training.** Highly recommended as “additional training” for Level B and Level C positions (as determined by the organization). These courses provide more detail to specific topics of interest.

8.7.1. DAU, CLR 151, Analysis of Alternatives.

8.7.2. DAU, CLR 250, Capabilities-Based Assessments.

8.7.3. DAU, CLR 252, Developing Requirements (KPP and KSA).

8.7.4. DAU, ACQ 101, Fundamentals of Systems Acquisition Management.

8.7.5. AFIT, SYS 112, Systems Requirements Document (SRD) Development Course.

BURTON M. FIELD, Lt Gen, USAF  
DCS, Operations, Plans, and Requirements

(AFRC)

JAMES F. JACKSON, Lt Gen, USAF  
Commander

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

- (Added-AFRC) AFFARS Part 5307, *Acquisition Planning*, 6 April 2015
- (Added-AFRC) AFRCHOI 16-501, *AFRC Corporate Structure*, 21 January 2011
- Air Force Requirements Oversight Council Charter*
- (Added-AFRC) AFI 21-101, *Maintenance Management of Aircraft*, 26 July 2010
- (Added-AFRC) AFI 33-360, *Management of Records*, 25 September 2013
- (Added-AFRC) AFI 38-201, *Management of Manpower Requirements and Authorizations*, 30 January 2014
- (Added-AFRC) AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012
- (Added-AFRC) AFI 65-601, Volume 2, *Budget Guidance and Procedures*, 18 May 2012
- (Added-AFRC) AFI 65-601, Volume 3, *Budget Guidance and Procedures*, 8 August 2012
- (Added-AFRC) AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 1 May 1998
- AFPD 10-6, *Capability Requirements Development*, 6 NOVEMBER 2013
- AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007
- AFPD 10-28, *Air Force Concept Development & Experimentation*, 17 April 2012
- AFPD 16-5, *Planning, Programming, Budgeting and Execution Process*, 27 September 2010
- AFPD 16-10, *Modeling and Simulation*, 10 March 2006
- AFPD 90-11, *Strategic Planning System*, 26 March 2009
- AFI 10-2607, *Air Force Chemical, Biological, Radiological and Nuclear (CBRN) Survivability*, 25 February 10
- AFI 10-2801, *Concept Development*, 24 October 2005
- AFI 10-2802, *Air Force Experimentation*, 20 February 2013
- AFI 14-111, *Intelligence Support to the Acquisition Life Cycle*, 18 May 2012
- AFI 14-205, *Geospatial Information & Services (GI&S)*, 5 May 2010
- AFI 33-108, *Compatibility, Interoperability, and Integration of Command, Control, Communications, and Computer (C4) Systems*, 14 July 1994
- AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 March 2013
- AFI 63-104, *The SEEK EAGLE Program*, 21 January 2005
- AFI 63-114, *Quick Reaction Capability Process*, 4 January 2011
- AFI 63-131, *Modification Management*, 19 March 2013

AFI 90-1601, *Air Force Lessons Learned Program*, 22 September 2010

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

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

CJCSI 3150.25, *Joint Lessons Learned Program*, 20 April 2012

CJCSI 3170.01H, *Joint Capabilities Integration and Development System*, 10 January 2012

CJCSI 3312.01, *Joint Military Intelligence Requirements Certification*, 10 June 2010

CJCSI 5123.01F, *Charter of the Joint Requirements Oversight Council*, 10 January 2012

CJCSI 6212.01F, *Net Ready Key Performance Parameter*, 21 Mar 2012

**(Added-AFRC)** DoD 5000.35, *Defense Acquisition Regulation (DAR) Management*, 21 October 2008

**(Added-AFRC)** DoD FMR 7000.14-R, *DoD Financial Management Regulation*, June 2011

DoDAF v2.0, *Department of Defense Architecture Framework*, 28 May 2009

DoDD 5000.01, *Defense Acquisition System*, 20 November 2007

DoDI 5000.02, *Operation of the Defense Acquisition System*, 8 December 2008

DoDI 3150.09, *The Chemical, Biological, Radiological, and Nuclear (CBRN) Survivability Policy*, 17 August 2009

DoDI 5030.55, *DoD Procedures for Joint DoD-DOE Nuclear Weapons Life-Cycle Activities*, 25 January 2001

Joint Publication (JP) 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 8 November 2010

JS/J8, *Manual for the Operation of the Joint Capabilities Integration and Development System*, 19 January 2012

JS *Joint Capabilities Areas*, 8 April 2011

AFMC/OAS *Analysis Handbook*

***Adopted Forms***

AF Form 1067, *Modification Proposal*

AF Form 847, *Recommendation for Change of Publication*

DD Form 250, *Material Inspection and Receiving Report*

**NOTE:** *Some websites require AF Portal sign-on to gain access.*

AF/A5R-P Requirements: <https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?command=org&channelPageId=-569424&pageId=681742>

JCIDS Manual: [https://www.intelink.gov/wiki/JCIDS Manual](https://www.intelink.gov/wiki/JCIDS_Manual)

JCIDS CBA guidance: [http://www.intelink.sgov.gov/wiki/Capabilities Based Assessment](http://www.intelink.sgov.gov/wiki/Capabilities_Based_Assessment)

AF e-Publishing: <http://www.e-publishing.af.mil/>

*Abbreviations and Acronyms*

**AAR**—After Action Report

**(Added-AFRC) AATC**—Air National Guard Air Reserve Test Center

**ACAT**—Acquisition Category

**ACC**—Air Combat Command

**ADM**—Acquisition Decision Memorandum

**AFCAA**—Air Force Cost Analysis Agency

**AFGK**—Air Force Gatekeeper

**AFGSC**—Air Force Global Strike Command

**AFIT**—Air Force Institute of Technology

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**(Added-AFRC) AFOTEC**—Air Force Operational Test and Evaluation Center

**AFPD**—Air Force Policy Directive

**AFRB**—Air Force Review Board

**(Added-AFRC) AFRC**—Air Force Reserve Command

**AFROC**—Air Force Requirements Oversight Council

**AFROCM**—Air Force Requirements Oversight Council Memorandum

**AFRRG**—Air Force Requirements Review Group

**AFSPC**—Air Force Space Command

**AFSOC**—Air Force Special Operations Command

**(Added-AFRC) ALC**—Air Logistics Complex

**AMC**—Air Mobility Command

**(Added-AFRC) ANG**—Air National Guard

**AoA**—Analysis of Alternatives

**(Added-AFRC) ARC**—Air Reserve Component

**(Added-AFRC) BES**—Budget Estimate Submission

**(Added-AFRC) C4I**—Command, Control, Communications, Computers, and Intelligence

**CAPE**—Cost Assessment and Program Evaluation

**CBA**—Capabilities-Based Assessment

**CBRN**—Chemical, Biological, Radiological, and Nuclear

**CC**—Commander

**(Added-AFRC) CCB**—Configuration Control Board  
**CCMD**—Combatant Command  
**CCTD**—Concept Characterization and Technical Description  
**CDD**—Capability Development Document  
**CFLI**—Core Function Lead Integrator  
**CFMP**—Core Function Master Plan  
**CI**—Configuration Item  
**CJCS**—Chairman, Joint Chiefs of Staff  
**CJCSI**—Chairman, Joint Chief of Staff Instruction  
**COA**—Course of Action  
**(Added-AFRC) COEA**—Cost and Operational Effectiveness Analysis  
**CONOPS**—Concept of Operations  
**COTS**—Commercial Off The Shelf  
**CPD**—Capability Production Document  
**(Added-AFRC) CRB**—Configuration Review Board  
**CRM**—Comment Resolution Matrix  
**CSAF**—Chief of Staff of the United States Air Force  
**CV**—Vice Commander  
**DAB**—Defense Acquisition Board  
**DAU**—Defense Acquisition University  
**DBS**—Defense Business Systems  
**DBSMC**—Defense Business Systems Management Committee  
**D/CAPE**—Director, Cost Assessment and Program Evaluation  
**DCR**—DOTmLPF-P Change Recommendation  
**DoD**—Department of Defense  
**DOE**—Department of Energy  
**DOTmLPF—P** – Doctrine, Organization, Training, materiel, Leadership and Education, Personnel, Facilities, and Policy (Where “m” is non-developmental materiel)  
**(Added-AFRC) DPEM**—Depot Purchased Equipment Maintenance  
**DRU**—Direct Reporting Unit  
**EA**—Evolutionary Acquisition  
**EMD**—Engineering and Manufacturing Development  
**FCB**—Functional Capabilities Board

**FCC**—Flagship Capability Concepts  
**(Added-AFRC) FMB**—Financial Management Board  
**FOA**—Field Operating Agency  
**(Added-AFRC) FWG**—Financial Working Group  
**FY**—Fiscal Year  
**FYDP**—Future Years Defense Program  
**GOTS**—Government Off The Shelf  
**HPT**—High Performance Team  
**(Added-AFRC) HQ**—Headquarters  
**HQ USAF or HAF**—Headquarters Air Force, includes the Secretariat and the Air Staff  
**HSI**—Human Systems Integration  
**ICD**—Initial Capabilities Document  
**IMD**—Intelligence Mission Data  
**IOC**—Initial Operational Capability  
**IPL**—Integrated Priority List  
**(Added-AFRC) IPT**—Integrated Product Team  
**IRSS**—Information & Resource Support System  
**IS**—Information System  
**IS**—CDD – Information System Capability Development Document  
**IS**—ICD – Information System Initial Capabilities Document  
**ISP**—Information Support Plan  
**JCA**—Joint Capability Area  
**JCB**—Joint Capabilities Board  
**JCIDS**—Joint Capabilities Integration and Development System  
**JCTD**—Joint Capability Technology Demonstration  
**JEON**—Joint Emergent Operational Need  
**JLLP**—Joint Lessons Learned Program  
**JROC**—Joint Requirements Oversight Council  
**JROCM**—Joint Requirements Oversight Council Memorandum  
**JS**—Joint Staff  
**JS J8/Gatekeeper**—Joint Staff J8 Gatekeeper  
**JSD**—Joint Staffing Designator

**JUON**—Joint Urgent Operational Need  
**JWICS**—Joint Worldwide Intelligence Communications System  
**KPP**—Key Performance Parameter  
**KSA**—Key System Attribute  
**LCSP**—Life Cycle Support Plan  
**LMDP**—Life Cycle Mission Data Plan  
**LRIP**—Low-Rate Initial Production  
**(Added-AFRC) MAA**—Mission Area Assessment  
**MAJCOM**—Major Command  
**(Added-AFRC) MAP**—Mission Area Plan  
**MDA**—Milestone Decision Authority  
**MDD**—Materiel Development Decision  
**(Added-AFRC) MNA**—Mission Need Analysis  
**(Added-AFRC) MNS**—Mission Need Statement  
**MOE**—Measure of Effectiveness  
**MOP**—Measure of Performance  
**M&S**—Modeling and Simulation  
**(Added-AFRC) MPP**—Modernization Planning Process  
**(Added-AFRC) MRB**—Modification Review Board  
**MS**—Milestone  
**(Added-AFRC) MS&A**—Modeling, Simulation & Analysis  
**(Added-AFRC) MSA**—Mission Solution Analysis  
**(Added-AFRC) MSP**—Mission Support Plan  
**MUA**—Military Utility Assessment  
**(Added-AFRC) NAF**—Numbered Air Force  
**NDI**—Non-Developmental Item  
**NGB**—National Guard Bureau  
**NR KPP**—Net Ready Key Performance Parameter  
**NSS**—National Security System  
**NWC**—Nuclear Weapons Council  
**(Added-AFRC) O&M**—Operations and Maintenance  
**OAS**—Office of Aerospace Studies

**OPR**—Office of Primary Responsibility  
**OSD**—Office of the Secretary of Defense  
**OT&E**—Operational Test and Evaluation  
**OV**—1 – Operational View 1  
**(Added-AFRC) PB**—President’s Budget  
**PM**—Program Manager  
**POC**—Point of Contact  
**PPBE**—Planning, Programming, Budgeting, and Execution  
**(Added-AFRC) PPBS**—Planning, Programming, and Budgeting System  
**QRC**—Quick Reaction Capability  
**(Added-AFRC) RDS**—Requirements Data Sheet  
**(Added-AFRC) RDT**—Requirements Development Team  
**RDT&E**—Research, Development, Test and Evaluation  
**RFP**—Request for Proposal  
**RMCT**—Requirements Manager Certification Training  
**(Added-AFRC) RO**—Requirements Organization  
**ROM**—Rough Order of Magnitude  
**(Added-AFRC) RROC**—Reserve Requirements Oversight Council  
**RSR**—Requirements Strategy Review  
**(Added-AFRC) S&A**—Studies and Analysis  
**S&T**—Science and Technology  
**(Added-AFRC) SAF/AQ**—Assistant Secretary of the Air Force for Acquisition  
**SAP**—Special Access Program  
**SecAF**—Secretary of the Air Force  
**SEP**—System Engineering Plan  
**(Added-AFRC) SERP**—Sustaining Engineering Requirements Process  
**SME**—Subject Matter Expert  
**SRD**—System Requirements Document  
**T&E**—Test and Evaluation  
**TDS**—Technology Development Strategy  
**TEMP**—Test and Evaluation Master Plan  
**UON**—Urgent Operational Need

**USD (AT&L)**—Under Secretary of Defense (Acquisition, Technology and Logistics)

**USAF**—United States Air Force

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

### *Terms*

**(Added-AFRC) Air Force Requirements Oversight Council (AFROC)**—The AFROC assists AF/XO, VCSAF and CSAF in their responsibilities to assess Air Force operational requirements. The AFROC chairperson is the Director of Operational Requirements (AF/XOR). The AFROC permanent members are the MAJCOM requirements principals and representatives from SAF/AQ (appropriate directorate), SAF/FM (FMB for funding and FMC for cost issues), AFOTEC, AF/XOI, AF/IL (ILM or ILS as appropriate), AF/XP, AF/TE, AF/XOC. Ad hoc members, based on topics reviewed, include functional experts from AFCIC, AF/SG, and AF/SP (representatives are not limited to O-7s/O-8s or their civilian equivalents), and other Service representatives when joint needs or requirements are considered.

**(Added-AFRC) Commercial-Off-The-Shelf (COTS)**—Commercial items that require little or no unique government modifications or maintenance over the life-cycle of the product to meet the needs of the using command.

**(Added-AFRC) Integrated Product Team (IPT)**—Teams composed of representatives from appropriate functional disciplines working together with a team leader to build successful and balanced programs, identify and resolve issues, and make sound and timely recommendations to facilitate decision-making.

**(Added-AFRC) Mission Area Assessment (MAA)**—The first phase of the MPP. The MAA process enhances Air Force warfighting capabilities by identifying military objectives in the Defense Planning Guidance (DPG), the Joint Strategic Capabilities Plan (JSCP), Air Force guidance, and regional operations Orders and operations plans. MAA uses a "strategy-to-task" methodology to identify the operational and support tasks needed to achieve military objectives.

**(Added-AFRC) Mission Area Plans (MAP)**—MAPs are the summation of the studies/analyses process (MAA, MNA, and MSA) and identify the investment strategy for a specific mission area. The MAP identifies the most cost effective materiel and non-materiel solutions, changes in force structure, systems modifications, facility construction or modifications, science and technology applications, and new acquisitions. Additionally, each MAP must include mission support needs and investments that directly contribute to the success of its operations and are unique to that particular mission area.

**(Added-AFRC) Mission Needs Analysis (MNA)**—The second phase of the MPP. The MNA assesses the Air Force's ability to accomplish the tasks identified during MAA. MNA uses a "task-to-need" methodology to identify mission needs. MNA can also highlight technological opportunities and identify reliability and maintainability improvements which can also enhance warfighting capabilities.

**(Added-AFRC) Mission Planning Process (MPP)**—Done in three phases, the MPP assesses what operational objectives and tasks a nation's military forces must be prepared to perform, evaluates and documents the requirements and needs to accomplish those tasks, and identifies the potential solutions, both materiel and non-materiel, to address those needs.

**(Added-AFRC) Non-Developmental Item (NDI)**—NDIs are: any item commercially available in the market place; any previously developed item of that is in use by a department or agency of the United States, a state or local government, or a foreign government with which the United States has a mutual defense cooperation agreement; any of the previous items that requires only minor modifications to meet the requirements of the procuring agency; any of the above items of supply that is currently being produced but is not yet in use or is not yet available in the commercial marketplace; any COTS item.

**NOTE:**—The purpose of this glossary is to help the reader understand the terms listed as used in this publication. It is not intended to encompass all terms. See pertinent Joint and AF specific publications for standardized terms and definitions for DoD and AF use.

**Acquisition Category (ACAT)**— Categories established to facilitate decentralized decision making and execution, and compliance with statutorily imposed requirements. The categories determine the level of review, decision authority, and applicable procedures. See DoDI 5000.02 for additional ACAT information.

**Additional Attribute**— A characteristic so significant it must be verified by testing or analysis. Whenever possible, attributes should be stated in terms that reflect the capabilities necessary to operate in the full range of military operations and the environment intended for the system, family of systems (FoS), or system of systems (SoS). Additional attributes must be measurable, testable, and quantifiable, and require AF/A5R approval (or delegate) to change.

**Affordability**— The degree to which the life-cycle cost of an acquisition program is in consonance with the long-range modernization, force structure, and manpower plans of the individual DoD Components (military departments and defense agencies), as well as for the Department as a whole. For major defense acquisition programs, affordability assessments are required at Milestones B and C. The purpose of the assessment is for the DoD Component to demonstrate that the programs projected funding and manpower requirements are realistic and achievable, in the context of the DoD Component's overall long-range modernization plan. Affordability constraints force prioritization of requirements, drive performance and cost trades, and ensure that unaffordable programs do not enter the acquisition process. If affordability caps are breached, costs must be reduced or else program cancelation can be expected. Constraints stem from long-term affordability planning and analysis, which is a Component leadership responsibility that should involve the Component's programming, resource planning, requirements, and acquisition communities. Affordability is reviewed during AFRRG and AFROC reviews.

**AF Form 1067 Modification Proposal**— An AF Form 1067 documents the submission, review, and approval of requirements for modifications to fielded AF systems.

**AF Gatekeeper**— The AFGK reviews any previous requirements documentation, updated requirements documentation, and any additional required requirements materials intended to be presented for AFRRG or AFROC review. The AFGK also conducts follow-on RSRs and determines HPT membership and format (i.e. live or virtual) for the AoA Study Plan, Draft CDDs, CDDs and CPDs.

**Analysis of Alternatives (AoA)**— The AoA is an analytical comparison of the operational effectiveness, suitability, risk, and life cycle cost of alternatives that satisfy established capability

needs stipulated in an approved ICD. The AoA helps decision makers select courses of action (COA) to satisfy an operational capability need.

**Architecture**— (1) The fundamental organization of a system embodied in its components, their relationships to each other, and to the environment, and the principals guiding its design and evolution. [IEEE STD 1471-2000]. (2) The structure of components, their relationships and the principals and guidelines governing their design and evolution over time [Federal Enterprise Architecture.]

**Capabilities-Based Assessment (CBA)**— The CBA is the Joint Capabilities Integration and Development System analysis process. It answers several key questions for the validation authority before their approval: define the mission; identify capabilities required; determine the attributes/standards of the capabilities; identify gaps/shortfalls; assess operational risk associated with the gaps/shortfalls; prioritize the gaps/shortfalls; identify and assess potential non-materiel solutions; provide recommendations for addressing the gaps/shortfalls.

**Capability**— The ability to achieve a desired effect under specified standards and conditions through combinations of means and ways across the doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTmLPP-P) to perform a set of tasks to execute a specified course of action.

**Capability Development Document (CDD)**— A document that captures the information necessary to develop a proposed program(s), normally using an evolutionary acquisition strategy. The CDD outlines an affordable increment of militarily useful, logistically supportable, and technically mature capability. The CDD may define multiple increments if there is sufficient definition of the performance attributes (KPPs, KSAs, and other attributes) to allow approval of multiple increments.

**Capability Gaps**— The inability to execute a specified course of action. The gap may be the result of no existing capability, lack of proficiency or sufficiency in an existing capability solution, or the need to replace an existing capability solution to prevent a future gap.

**Capability Production Document (CPD)**— A document that addresses the production elements specific to a single increment of an acquisition program. The CPD defines an increment of militarily useful, logistically supportable, and technically mature capability that is ready for a production decision. The CPD defines a single increment of the performance attributes (KPPs, KSAs, and other attributes) to support a MS C decision.

**Capability Requirement (or Requirement)**— A capability which is required to meet an organization's roles, functions, and missions in current or future operations. To the greatest extent possible, capability requirements are described in relation to tasks, standards and conditions in accordance with the Universal Joint Task List or equivalent DoD Component Task List. If a capability requirement is not satisfied by a capability solution, then there is also an associated capability gap which carries a certain amount of risk until eliminated. A requirement is considered to be 'draft' or 'proposed' until validated by the appropriate authority.

**Capability Shortfall**— See Capability Gap.

**Capability Solution**— A materiel solution or non-materiel solution to satisfy one or more capability requirements (or needs) and reduce or eliminate one or more capability gaps.

**CBRN Mission Critical**— A mission-critical system with operational concepts requiring employment and survivability in chemical, biological, radiological and/or nuclear (including electromagnetic pulse) environments.

**Certification**— A statement of adequacy provided by a responsible agency for a specific area of concern in support of the validation process.

**Combatant Commander**— A commander of one of the unified or specified combatant commands established by the President.

**Concept**— A visualization of future operations; describes how a force, using military art and science, might employ capabilities necessary to meet future military challenges. Links strategic guidance, planning process and plans to the development and employment of future Air Force capabilities. Concepts serve as "engines for transformation" that may ultimately lead to doctrine, organization, training, materiel, leadership and education, personnel and facilities (DOTMLPF) and policy changes.

**Concept Characterization and Technical Description (CCTD)**— The CCTD captures essential information about a prospective materiel approach to address an identified capability need. CCTD preparation begins when the capabilities-based planning process determines that a materiel approach may be necessary to address an identified gap. Information in the CCTD can assist in early decisions associated with narrowing down the analytical trade space of materiel solutions, and provides the initial technical baseline upon which subsequent analyses and documents are built. Guidance on CCTD development is available from SAF/AQR.

**Concept of Operations (CONOPS)**— A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The CONOPS frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose (also called a commander's concept).

**Configuration Item**— A configuration item is hardware, firmware or software component, or a combination thereof, which satisfies an end use function and is designated for separate configuration management. Hardware Configuration Items are typically referred to by an alphanumeric identifier, while Software Configuration Items are typically assigned a computer program identification number.

**Course of Action (COA)**— The COA is a planning and decision process that culminates in a sponsor decision. It principally refers to the decision to proceed or not proceed with development of one or more prospective materiel solutions as informed by an AoA. The COA includes a series of alternative program choices developed by the MDA or designate, presented to a sponsor and that once a specific COA is selected, becomes a formal agreement between the MDA and the operator (usually Lead Command Commander) that clearly articulates the performance, schedule, and life cycle cost expectations of the program. The COA provides the basis for the Technology Development Strategy during the Technology Development phase.

**Defense Business System**— The term "defense business system" means an information system, other than a national security system, operated by, for, or on behalf of the Department of Defense, including financial systems, mixed systems, financial data feeder systems, and

information technology and information assurance infrastructure, used to support business activities, such as acquisition, financial management, logistics, strategic planning and budgeting, installations and environment, and human resource management.

**DD Form 250**— The DD Form 250 (Material Inspection and Receiving Report) is a multipurpose report used: (1) provide evidence of acceptance at origin/destination; (2) to provide evidence of Government contract quality assurance at origin/destination; (3) for supply packing list(s); (4) for document shipping/receiving; (5) as a contractor invoice; and (6) commercial invoice support.

**Development Planning (DP)**— Development Planning (DP) encompasses the engineering analysis and technical planning activities that provide the foundation for informed investment decisions on the fundamental path a materiel development will follow to effectively and affordably meet operational needs.

**DoD 5000 Series**— DOD 5000 series refers collectively to DODD 5000.01, DODI 5000.02., *The Defense Acquisition Guide* (DAG), and other relevant DoD 5XXX publications.

**DoD Components**— The DoD components consist of the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, DoD Field Activities, and all other organizational entities within the Department of Defense.

**Environment**— Air, space, water, land, weather, living things, built infrastructure, cultural resources, and the interrelationships that exist among them.

**Experimentation**— An iterative process from developing and assessing concept-based hypotheses to identify and recommend the best value-added solutions for changes in doctrine, organization, training, materiel, leadership and education, personnel and facilities and policy required to achieve significant advances in future joint operational capabilities.

**Experiment**— A process to explore the effects of manipulating a variable; an analytical activity to determine the efficiency of something previously untried, examine the validity of a hypothesis, or demonstrate a known or believed truth within a specific context.

**Evolutionary Acquisition (EA)**— Evolutionary acquisition is the preferred DoD strategy for rapid acquisition of mature technology for the sponsor. An evolutionary approach delivers capability in increments, recognizing, up-front, the need for a future capability improvements. The objective is to balance needs and available capability with resources, and to put capability into the hands of the warfighter quickly.

**Feasible**— A requirement that is technically achievable and executable within the estimated schedule and budgeted life cycle cost.

**Flagship Capability Concept**— An integrated technology project collaboratively developed by MAJCOM(s), Center(s), and AFRL that: addresses a documented and prioritized MAJCOM capability need, is commissioned via AF S&T Governance structure, and is linked to a Service Core Function Master Plan.

**Full Operational Capability**— Full attainment of the capability to effectively employ a weapon, item of equipment or system of approved specific characteristics, which is manned and operated by a trained, equipped and supported military force or unit. The specifics for any

particular system FOC are defined in that system's Capability Development Document and Capability Production Document.

**Functional Capabilities Board (FCB)**— A permanently established body that is responsible for the organization, analysis, and prioritization of Joint warfighting capabilities within an assigned functional area.

**Human Systems Integration (HSI)**— Includes the integrated and comprehensive analysis, design and assessment of requirements, concepts and resources for system manpower, personnel, training, environment, safety, occupational health, habitability, survivability, and human factors engineering.

**Implementing Command**— The command (usually Air Force Materiel Command or Air Force Space Command) providing the majority of personnel in direct support of the program manager responsible for development, production, and sustainment activities.

**Increment**— A militarily useful and supportable operational capability that can be effectively developed, produced or acquired, deployed, and sustained. Each increment of capability will have its own set of threshold and objective values set by the sponsor. Technology is developed to a desired maturity and injected into the delivery of an increment of capability.

**Information & Resource Support System (IRSS)**— IRSS is web-based AF-wide automated system that provides the requirements community the ability to develop, coordinate, task, track, and store all operational capability requirements documents (i.e., ICDs, CDDs, CPDs), along with their associated analysis and briefings, within the AF requirements process. IRSS resides on the AF SIPRNET Portal.

**Information Support Plan (ISP)**— The identification and documentation of information needs, infrastructure support, IT and NSS interface requirements and dependencies focusing on net-centric, interoperability, supportability, and sufficiency concerns.

**Information System (IS)**— As defined by CJCSI 6212.01, is any equipment, or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information, and includes computers and computer networks, ancillary equipment, software, firmware and similar procedures, services (including support services) and related resources. Notwithstanding the above, the term information technology (IT) does not include any equipment that is acquired by a federal contractor incidental to a federal contract. The term information systems is used synonymously with IT (to include National Security Systems)

**Initial Capabilities Document (ICD)**— Summarizes the CBA and recommends a materiel approach or a combination of materiel and non-materiel approaches to satisfy specific capability gaps/shortfalls. It defines the capability gap(s) in terms of the functional area, the relevant range of military operations, desired effects, time, and DOTmLPP-P and policy implications and constraints. The ICD summarizes the results of the DOTmLPP-P analysis and the DOTmLPP-P approaches (materiel and non-materiel) that may deliver the required capability. The outcome of an ICD could be one or more Joint DOTmLPP-P change recommendations or CDDs and/or CPDs.

**Initial Operational Capability (IOC)**— That first attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics with the appropriate number, type, and mix of trained and equipped personnel necessary to operate, maintain, and support the system. It is normally defined in the CDD. *NOTE:* IOC is event-driven and not tied to a specific future date.

**Intelligence Mission Data (IMD)**— DoD intelligence used for programming platform mission systems in development, testing, operations, and sustainment including, but not limited to, the functional areas of signatures, Electronic Warfare Integrated Reprogramming Collection and Processing, and Geospatial Intelligence.

**Intelligence-Sensitive**— Any program/initiative that consumes, processes or produces intelligence information, thereby requiring threat or intelligence infrastructure support, and which will be measured and evaluated by a program or project office in terms of cost, performance, and impact on warfighter capabilities and fielding, shall be considered intelligence-sensitive. If it is likely that, in the future, the program/initiative would produce, consume, process, or handle intelligence information, then it should be considered intelligence-sensitive.

**Intelligence Support**— The totality of resources needed to ensure effective operation of a system once operational from an intelligence perspective. This includes intelligence people, products, processes, systems, training, and/or facilities.

**Interoperability**— The ability of systems, units, or forces to provide data, information, materiel, and services to and accept the same from other systems, units, or forces and to use the data, information, materiel, and services so exchanged to enable them to operate effectively together. IT and NSS interoperability includes both the technical exchange of information and the end-to-end operational effectiveness of that exchange of information as required for mission accomplishment. Interoperability is more than just information exchange. It includes systems, processes, procedures, organizations and missions over the life cycle and must be balanced with information assurance.

**Joint Capability Area (JCA)**— Collections of like DOD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and operational force development and operational planning. See CJCSI 3170.01 for additional information.

**Joint Capabilities Board (JCB)**— The JCB functions to assist the Joint Requirements Oversight Council (JROC) in carrying out its duties and responsibilities. The JCB reviews and, if appropriate, endorses all operational capability requirements and Joint DOTmLPPF-P change recommendation documents before their submission to the JROC. The JCB is chaired by the Joint Staff Director of Force Structure, Resources and Assessment (JS/J8). It is comprised of general and flag officer representatives of the Services.

**Joint Capability Technology Demonstration (JCTD)**— A demonstration of the military utility of a significant new technology and an assessment to clearly establish operational utility and system integrity.

**Joint Emergent Operational Need**— A JEON is an emergent need driven by anticipated contingency operations that require synchronization across multiple Service/agencies. Development and fielding timelines are longer than UONs/JUONs with expected initial fielding occurring up to five years after validation.

**Joint Force**— A general term applied to a force composed of significant elements, assigned or attached, of two or more Military Departments operating under a single Joint force commander.

**Joint Operational Environment**— The environment of land, sea, and/or airspace within which a Joint force commander employs capabilities to execute assigned missions.

**Joint Staff/J8 Gatekeeper**— That individual who makes the initial JSD of operational capability requirements documents. This individual will also make a determination of the lead and supporting Functional Capabilities Boards (FCBs) for capability documents. The Gatekeeper is supported in these functions by the FCB working group leads and the JS/J6. The Joint Staff Deputy Director for Requirements, JS/J8, serves as the JCIDS Gatekeeper.

**Joint Staffing Designator (JSD)**— A designation assigned by the JS/J8 Gatekeeper to determine the Joint Capabilities Integration and Development System validation and approval process and the potential requirement for certifications and/or endorsements. See the JCIDS Manual for the JSD definitions.

**Joint Requirements Oversight Council Memorandum (JROCM)**— Official JROC correspondence generally directed to an audience(s) external to the JROC – usually decisional in nature.

**Joint Urgent Operational Needs (JUON)**— An urgent operational need identified by a combatant commander involved in an ongoing named operation. A JUON's main purpose is to identify and subsequently gain Joint Staff validation and resourcing solution, usually within days or weeks, to meet a specific high-priority combatant commander need. The scope of a combatant commander JUON will be limited to addressing urgent operational needs that: (1) fall outside of the established Service processes; and (2) most importantly, if not addressed immediately, will seriously endanger personnel or pose a major threat to ongoing operations. They should not involve the development of a new technology or capability; however, the acceleration of a JCTD or modification of an existing system to adapt to a new or similar mission is within the scope of the JUON validation and resourcing process.

**Key Performance Parameter (KPP)**— An attribute or characteristic considered critical or essential to the development of an effective military capability. KPPs must be measurable, testable, and quantifiable, supported by analytic rigor that demonstrates its operational utility and the need for resource investment. CDD and CPD KPPs are included verbatim in the acquisition program baseline. KPP changes require VCSAF approval (or delegate).

**Key System Attribute (KSA)**— An attribute or characteristic considered crucial to achieving a balanced solution/approach to a capability, but not critical enough to be designated a KPP. KSAs provide decision makers with an additional level of capability performance characteristics (a priority) below the KPP level. KSAs must be measurable, testable, and quantifiable, and require VCSAF approval (or delegate) to change.

**Lead Command**— The command that serves as operators' interface with the Program Manager for a system as defined by AFRPD 10-9.

**Low-Rate Initial Production (LRIP)**— Production of the system in the minimum quantity necessary (1) to provide production-configured or representative articles for operational tests pursuant to Title 10 §2399; (2) to establish an initial production base for the system; and (3) to

permit an orderly increase in the production rate for the system sufficient to lead to full-rate production upon the successful completion of operational testing.

**Materiel Development Decision (MDD)**— The Materiel Development Decision review is the formal entry point into the acquisition management system and is mandatory for all programs. At the MDD, the MDA approves the AoA Study Guidance; determines the acquisition phase of entry; identifies the initial review milestone; and designates the lead DoD Component(s).

**Materiel Solution**— Correction of a deficiency, satisfaction of a capability gap, or incorporation of new technology that results in the development, acquisition, procurement, or fielding of a new item (including ships, tanks, self-propelled weapons, aircraft, and related software & data, spares, repair parts, and support equipment, but excluding real property, installations, and utilities). In the case of family of systems and system of systems approaches, an individual materiel solution may not fully satisfy a necessary capability gap on its own.

**Milestones**— Major decision points that separate the phases of an acquisition program.

**Milestone Decision Authority (MDA)**— The individual designated, in accordance with criteria established by the Under Secretary of Defense for Acquisition, Technology and Logistics, the Assistant Secretary of Defense (Networks and Information Integration), for Automated Information System acquisition programs, to approve entry of an acquisition program into the next phase.

**Militarily Useful Capability**— A capability that achieves military objectives through operational effectiveness, suitability and availability, which is interoperable with related systems and processes, transportable and sustainable when and where needed and at costs known to be affordable over the long term.

**Modification**— An alteration to a configuration item applicable to a warfighter system (i.e., aircraft, missiles, support equipment, ground stations software (imbedded), and trainers). As a minimum, the alteration changes the form, fit, function or interface of the item.

**Non-Materiel Solution**— Changes in doctrine, organization, training, materiel, leadership and education, personnel, facilities, or policy (including all HSI domains) to satisfy identified functional capabilities. The materiel portion is restricted to commercial or non-developmental items that may be purchased commercially or by purchasing more systems from an existing materiel program. The acquisition of the materiel portion must comply with all acquisition policies.

**Objective Value**— Objective Value - Developed only when absolutely necessary, it is the desired operational goal associated with a performance attribute beyond which any gain in utility does not warrant additional expenditure. The objective value is an operationally significant increment above the threshold. An objective value will be the same as the threshold when an operationally significant increment above the threshold is not significant or useful. The default value for Objectives in AF requirements documents will be the Threshold value (i.e., T = O). In those situations where an objective value is required, the objective value must be analytically justified in terms of operational risk and impacts to program cost and schedule.

**Operating Command**— Those commands operating a system, subsystem, or item of equipment.

**Operational Capability**— The ability to achieve a desired effect under specified standards and conditions through combinations of means and ways across the doctrine, organization, training,

materiel, leadership and education, personnel, facilities, and policy (DOTmLPF-P) to perform a set of tasks to execute a specified course of action. It is defined by an operational sponsor and expressed in broad operational terms in the format of an initial capabilities document or a Joint DOTmLPF-P change recommendation. In the case of materiel proposals/documents, the definition will progressively evolve to DOTmLPF-P performance attributes identified in the capability development document and the capability production document.

**Operational Capability Requirements Document**— An ICD, IS-ICD, Draft CDD, CDD, IS-CDD, CPD, or Joint DCR.

**Operational Suitability**— The degree to which a system can be placed and sustained satisfactorily in field use with consideration given to availability, compatibility, transportability, interoperability, reliability, wartime usage rates, maintainability, environmental, safety and occupational health, human factors, habitability, manpower, logistics, supportability, natural environment effects and impacts, documentation, and training requirements.

**Operational Effectiveness**— Measure of the overall ability to accomplish a mission when used by representative personnel in the environment planned or expected for operational employment of the system considering organization, doctrine, supportability, survivability, vulnerability, and threat.

**Operator**— An operational command or agency that employs acquired systems for the benefit of warfighters. Operators may also be warfighters.

**Operational Test and Evaluation (OT&E)**— Testing and evaluation conducted in as realistic an operational environment as possible to estimate the prospective system's operational capabilities and limitations. In addition, OT&E provides information on operational effectiveness and suitability, organization, personnel requirements, doctrine, and tactics. It may also provide data to support or verify material in operating instructions, publications, and handbooks. *NOTE:* The term OT&E is often substituted for IOT&E, QOT&E, or FOT&E, and depending on the context, has the same meaning as those terms.

**Program Manager (PM)**— As used in this instruction applies collectively to System Program Director, Product Group Manager, Single Manager, or acquisition program manager. The PM is the designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the sponsor's operational needs. The PM shall be accountable for credible life cycle cost, schedule, and performance reporting to the MDA.

**Quick Reaction Capability**— An expedited process for documenting and staffing materiel solutions to urgent, time-sensitive requirements. The process is fully described in AFI 63-114.

**Requirement**— see Capability Requirement.

**(AFRC) Requirement**—A recommended solution to a mission deficiency that when validated and approved justifies the timely allocation of resources to satisfy CONOPS capabilities shortfalls.

**Requirements Manager**— A military manager or DOD civilian manager charged with assessing, developing, validating, and prioritizing requirements and associated requirements products through the Joint Capabilities Integration and Development System process.

Requirements managers are identified by the sponsor and are certified by Defense Acquisition University upon completion of the appropriate courses.

**Requirements Risk Assessment**— The requirements risk assessment provides the AFROC the level of risk to the applicable service core function if a capability requirement is not executed and how the risk will change if the capability requirement is executed. Additionally, the requirements risk assessment is used in 1) establishing the justification to proceed with next step in the JCIDS process (specifically the ICD) 2) to provide a relative comparison of AF programs for use by the AF principal during FCB prioritization discussions and 3) to inform the AF planning and programming process to better shape the future force. The requirements risk assessment encompasses those capabilities for which the AF is pursuing a materiel solution. Specifically, those capabilities that will lead to development of ICDs and CDDs. A risk assessment must be accomplished for every capability seeking AFROC validation.

**Requirements Strategy Review (RSR)**— A strategy review conducted by the AFRRG to determine the best way to mitigate a capability gap, either by pursuing a non-materiel solution or entering the JCIDS requirements process.

**Sponsor**— The organization responsible for documentation, periodic reporting, and funding actions necessary to support needed capabilities (e.g., MAJCOM, FOA, DRU).

**Stakeholder**— personnel or organizations (e.g., warfighters, sponsor, or agencies), who are actively involved in the development of the capability or whose interests may be positively or negatively affected by the performance of the capability.

**(Added-AFRC) Supporting Command**—The command (usually Air Force Materiel Command) responsible for providing logistics support for a system and assuming program management responsibility from the implementing command.

**(Added-AFRC) Technical Data**—Scientific or technical information recorded in any form or medium (such as manuals and drawings). Computer programs and related software are not technical data; documentation of computer programs and related software are. Financial data or other information related to contract administration is also included.

**Threshold**— A minimum acceptable operational value below which the utility of the system becomes questionable.

**Urgent Operational Need**— UONs are AF specific needs identified during conflict or crisis situations that if not satisfied in an expedited manner, would result in unacceptable loss of life or critical mission failure.

**Validation**— The review of documentation by an operational authority other than the sponsor to confirm the operational capability. Validation is a precursor to approval.

**Warfighter**— An operational command or agency that receives or will receive benefit from the acquired system. Combatant commanders and their Service component commands are the warfighters. There may be more than one warfighter for a capability.

## Attachment 2

## WARFIGHTER URGENT OPERATIONAL NEEDS

Figure A2.1. Warfighter Urgent Operational Needs

## WARFIGHTER URGENT OPERATIONAL NEEDS

*Recommended Format*

**NOTE:** This is a recommended format. The distribution addressees are mandatory. Requests should focus on identifying a capability gap or shortfall and any constraints that might impact selection of a solution. This format is provided to help the warfighter communicate the need. To ensure full understanding of the need and realistic expectations, the warfighter should contact the AF/A5R, SAF/AQX and the Lead Command as early as possible when considering submission of a UON.

**\*\*NOTE: SIPRNET e-mail is the required method for submitting a UON\*\***

MEMORANDUM FOR AF/A5R, SAF/AQX, LEAD COMMAND (as applicable) DATE

FROM: Warfighting Commander

SUBJECT: Urgent Operational Need For (title of deficiency; if possible use an unclassified title)

**MISSION DESCRIPTION.** Identify the operation and theater being supported. Identify the general mission area where the urgent operational deficiency exists (e.g., electronic combat, aircrew chemical defense, command and control, precision strike). If applicable, identify the specific system or platform (e.g., B-52, F-15, JDAM) associated with the request.

**REQUIRED CAPABILITY.** Describe in broad terms the relevant capability or capabilities needed to address the mission area identified in the previous paragraph. This should include desired effects and outcomes as well as the tasks and functions that must be performed.

**URGENT OPERATIONAL NEED.** Describe the capability shortfall or gap as specifically as possible to include the tasks or functions that cannot be accomplished or that are unacceptably limited. Identify whether the gap is due to no existing capability, deficiency in a fielded capability, or an effective capability fielded in insufficient quantities.

**KEY CHARACTERISTICS:** If applicable, describe any key characteristics required for the solution and the minimum level of performance for these characteristics. Speed, range, payload, accuracy, reliability, interoperability, and mission availability are examples of characteristics. If multiple characteristics are provided, they should be prioritized based on their value to the warfighter.

**PRIORITY:** Describe how this urgent need ranks in priority compared to other urgent needs identified by the commander that have not yet been delivered.

**REQUIRED QUANTITIES:** Identify quantities required. Include expected quantities required for spares and/or training activities.

**IMPACT IF CAPABILITY NOT PROVIDED:** Discuss the risks to human life and mission success and how these risks will be mitigated if the capability is not provided.

**CONSTRAINTS.** Identify constraints, qualifications, or circumstances that could impact the design or selection of a solution.

**THREAT AND OPERATIONAL ENVIRONMENT.** Describe in general terms the operational environment in which the capability will be used and the manner in which it will be employed including any biological, chemical, electromagnetic, or climatological considerations.

**INTEROPERABILITY.** Identify and discuss any interoperability considerations for the solution such as systems and interfaces through which it will exchange information. Availability or limitations on command, control, communications and intelligence support; mission planning data: weather, oceanographic and astrogeophysical support should be discussed. Identify any other systems with which the solution must interact.

**TIMEFRAME.** Identify the required IOC date. If possible, avoid using terms such as ASAP. If known, identify how long the capability will be needed.

**OTHER CONSTRAINTS.** Discuss any other constraints including (but not limited to) arms control treaties; logistics support; life cycle sustainment issues; transportation availability; manpower; training; human factors; environmental; safety; occupational health hazards; technology protection; system security engineering; and non-military sensitivities.

**RECOMMENDATIONS.** Briefly discuss any materiel or non-materiel solutions considered by the warfighter. If the warfighter has identified a preferred or recommended solution, it should be provided in this paragraph.

**POINTS OF CONTACT (POCs).** Identify the approving commander and one or more POCs that can be contacted regarding this urgent need. Provide name, grade, office symbol, phone number (DSN and/or Commercial) and email address (NIPRNET and SIPRNET). Include classification markings on all paragraphs and SUBJECT line (even if UNCLASS). If classified, include classification source and declassification instructions.

**DISTRIBUTION LIST:** At a minimum the UON request must be sent to the following email addresses:

AF/A5R at (SIPRNET: [a5r.scats@af.pentagon.smil.mil](mailto:a5r.scats@af.pentagon.smil.mil))

AFMC/A5C at (SIPRNET: [afmc.a5c@afmc.af.smil.mil](mailto:afmc.a5c@afmc.af.smil.mil)),

SAF/AQX at (SIPRNET: [saf.aqx@af.pentagon.smil.mil](mailto:saf.aqx@af.pentagon.smil.mil))

\*\*Additionally include appropriate CCMD agencies: e.g., CENTCOM/J3\*\*

**Attachment 3 (Added-AFRC)**  
**REQUIREMENTS DATA SHEET (RDS) PACKAGE**

**A3.1. RDS Package Contents:**

A3.1.1. AF 1067 Modification Proposal (as required)

A3.1.2. RDS (See [Figure A3.1](#))

A3.1.3. Attachments:

A3.1.3.1. Additional Resources and Information (See [Figure A3.2](#))

A3.1.3.2. Events Tracker (See [Table A3.1](#))

**A3.2. Requirements Data Sheet Package Application Instructions.**

A3.2.1. This package includes informational documents used to enter a Requirement/Program into the procurement process. AFRC/A5A8 will use this information to complete a Requirements Data Sheet. This data is needed in these formats to validate requirements and procure funding for those validated requirements. Most Submissions also need to include an AF 1067.

A3.2.2. All items known to the submitter must be as thoroughly addressed as possible. Numerous blank areas on this submission lower the probability of success of validation of a requirement. Items not known by the submitter will be further researched by the responsible MDS AO prior to, and during the process of a Requirements Development Team (RDT). Certain items, (i.e. PE) will be added by AFRC staff.

A3.2.3. Several general questions need to be answered in formulation of this package (helps us define the requirement):

A3.2.3.1. What thing do I need to do, what shortfall do I have? (What is the desired capability?)

A3.2.3.2. How important is this new/enhanced capability? (Establishes requirement prioritization)

A3.2.3.3. What drives this new capability requirement, i.e. who and or what requested a capability we cannot fulfill? (Establishes validation)

A3.2.3.4. Are any other assets in existence that could fulfill this shortfall? (Defines desired capability)

A3.2.3.5. What is being done today to fulfill this shortfall? (Establishes prioritization, define capabilities gap)

A3.2.3.6. What might happen if this shortfall is not fulfilled? (Establishes prioritization)

**Figure A3.1. (Added) Sample RDS Package.**

**ALL CAPS SHORT TITLE (ACRONYM)***(Be specific, brief and consistent with any previous title)***BACKGROUND**

- It is important to define the issue clearly and concisely. Try to limit to 2-4 bullet statements per section.
- Capture mission statement and requirements
- What CONOPS does this support? Does this have an urgent operational need attached?
- What/who directed the issue? (OSD, HAF, AFRC/CC, NAF, etc.)

**REQUIREMENT**

- Indicate NAF categorization (must pay (1); critical (2); essential (3); supporting (4); enhancement (5) and priority ranking (X of XX).
- Resource requirements are **not** required as part of the description

**IMPACT IF NOT FUNDED**

- Impacts or critical points of failure if the issue is not resourced (bill) (e.g., more quotas required, more UTCs tasked, aircraft increase, etc.)
- Impacts or critical points of failure if resources are removed from the program (offset) (example: fewer quotas required, less UTCs tasked, aircraft decrease, etc.)
- Does this replace a currently used system/equipment/item? If so, what is being replaced?

**UNITS IMPACTED**

- List all units impacted to include base and State, example:
- 482nd Fighter Wing, Homestead ARB, FL

**CONTRACTOR**

- List all major contractors to include city and state

**PROGRAM ELEMENT CODE:** Example: F16: 52716F**IN AF POM:** Yes/ No**FUNDING PROFILE:** List all funding types and amounts required to fully execute program:

Helmet Mounted Integrated Targeting (HMIT)	FY12	FY13	FY14	FY15	FY16	FYDP
Aircraft Procurement (3010)	2.2	1.3				3.5
O&M - AFR (3740)	0.0	0.0	0.2	0.2	0.2	0.6
<b>Total (\$M)</b>	<b>2.2</b>	<b>1.3</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>4.1</b>
<b>Quantity</b>	<b>74</b>	<b>74</b>				<b>148</b>

**Figure A3.2. (Added) Sample Additional Information Page.**

**Additional Resources and Information**

- Manpower
  - AGR Manpower: Officers, enlisted
  - Traditional Reserve: officers (including ARTS) and enlisted (including ARTS)
  - IMAs: Officers, Enlisted
  - Title 5 Civilians
  - Manpower resources required annually: (if any)
- Facilities(MILCON)
  
- Additional Information: (if any)

**Table A3.1. Sample Events Tracker.**

Event	NAF CRB/CPC Complete	AFRC Receipt	RDT Initiated	RDT Complete	PIRL Approval	Procurement Plan Approval
Date						
Signatures						
A1						
A2						
A3						
A4						
A5A8						
A6						
A7						
A9						
FM						