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Scientific/Research and Development

AFRL SCIENCE AND TECHNOLOGY (S&T) INVESTMENT HIERARCHY AND DATA REQUIREMENTS

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This instruction implements Air Force Policy Directive (AFPD) 61-1, *Management of Science and Technology*, and AFPD 61-2, *Management of Scientific and Technical Information.* This instruction establishes the hierarchy for the management of the AFRL Science and Technology (S&T) investments. It provides direction AFRL personnel must use to input and maintain appropriate data into AFRL's Integrated Project and Portfolio Management (IPPM) tool suite. This instruction applies to all AFRL personnel and is the governing instruction for the organization and structure of AFRL S&T investments. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of the publication for coordination prior to certification and approval. 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 Forms 847 from the field through the appropriate functional chain of command. Request for waivers must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records disposition Schedule (RDS).

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SUMMARY OF CHANGES

This publication has been updated to define AFRL's S&T investment hierarchy, document roles and responsibilities, and provide data requirements. The hierarchy levels and definitions have been changed to correspond with the investment tools. The title of this publication has changed to clarify the intent of this instruction. Title changed from AFRL S&T Portfolio Hierarchy to AFRL Science and Technology (S&T) Investment Hierarchy and Data Requirements. This publication has been updated to document roles and responsibilities (paragraph 2), define AFRL's S&T investment hierarchy (paragraph 3.1), and data requirements. The hierarchy levels and definitions have been changed to correspond with the investment tools (paragraph 3.1), added the minimum data set needed to be entered into the investment tools (attachments 2 – 6).

1. Overview. This document provides a common structure for the management of AFRL's S&T investments, resources, and support actions. This instruction defines the data required to meet the Air Force Policy Directive (AFPD) 61-1, *Management of Science and Technology*, and AFPD 61-2, *Management of Scientific and Technical Information* regarding S&T management.

2. Roles and Responsibilities.

2.1. AFRL Commander (AFRL/CC). Provide strategic direction and policy guidance for the AFRL Investment Hierarchy and data requirements.

2.2. AFRL Plans and Programs (AFRL/XP**).** AFRL/XP is the owner of the AFRL Investment Hierarchy and AFRL S&T Taxonomy. AFRL/XP will:

2.2.1. Create and maintain the AFRL Investment Hierarchy and AFRL S&T Taxonomy.

2.2.2. Collaborate with AFRL/EN on minimum data set attributes for Portfolio, Product, Program, Work Unit and Support Unit as defined in Attachments 2-6.

2.3. AFRL Engineering and Technical Management (AFRL/EN)**.** AFRL/EN is the owner of program management policy and processes. AFRL/EN will:

2.3.1. Maintain the minimum data set attributes for Portfolio, Product, Program, Work Unit and Support Unit as defined in Attachments 2-6.

2.3.2. Collect and manage the Integrated Project and Portfolio Management (IPPM) Clarity™ and Enterprise Planning and Programming (EP&P™) requirements for all levels of the Investment Hierarchy.

2.4. AFRL Financial Management (AFRL/FM). AFRL/FM is responsible for providing senior leadership financial management decision support information and reports, including execution reporting on all AF funding received. AFRL/FM is also responsible for financial policy implementation including guidance for the use of the cost accounting system and the composition of direct and indirect rates. FM has primary responsibility for the guidance and oversight of the AFRL Comprehensive Cost and Requirement System (CCaR) system used in the suite of IPPM tools. All customer funding provided to AFRL will be captured in CCaR for management reports.

2.5. AFRL Research Collaboration and Computing (AFRL/RC). AFRL/RC is responsible for the development and maintenance of the IPPM tools in accordance with XP and EN functional needs.

2.6. Technology Directorate (TD)/711 Human Performance Wing (HPW) Directors**.** TD/711 HPW Directors are the owners of the Portfolio, Products, Programs, Work Units and Support Units data. TD/711 HPW Directors will:

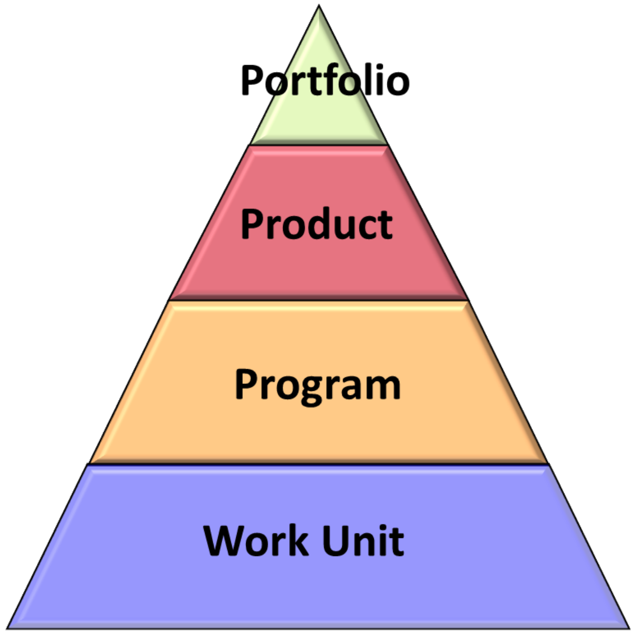
2.6.1. Advise AFRL/CC on proposed changes to the AFRL Investment Hierarchy and AFRL S&T Taxonomy.

2.6.2. Ensure TD/711 HPW personnel fully populate and maintain in the Enterprise tools the Portfolio, Product, Program, Work Unit and Support Unit data required by Attachments 2-6.

3. Definitions.

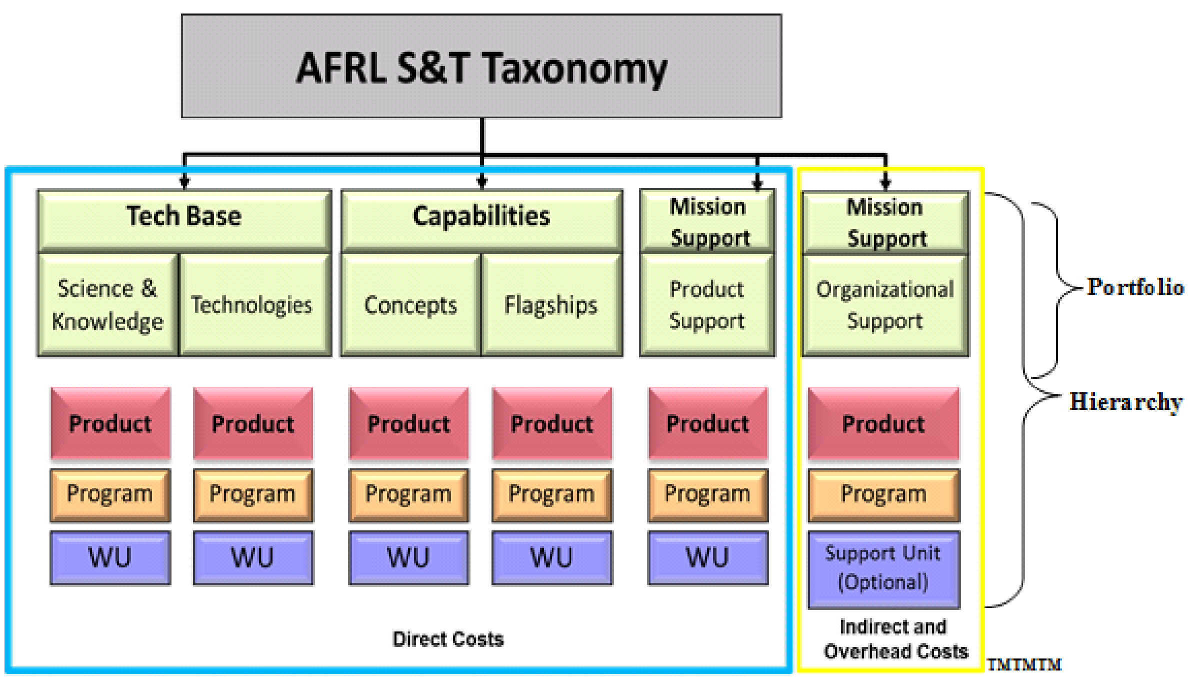
3.1. S&T Investment Hierarchy**.** AFRL's S&T Investment Hierarchy for managing work and resources consists of four clearly defined levels as depicted in Figure 1. All work, both AFRL core funded and externally funded, is to be accounted for within this hierarchy.

Figure 1. AFRL's S&T Investment Hierarchy



3.1.1. AFRL S&T Taxonomy. The AFRL S&T Taxonomy, as depicted in Figure 2, captures all resources (core and external) executed by AFRL. The highest level of the taxonomy consists of three portfolios: Tech Base, Capabilities, and Mission Support. Other portfolios can be created at the discretion of AFRL Senior Leadership (see 3.1.1.1.4).

Figure 2. AFRL S&T Taxonomy



3.1.1.1. Portfolio. The Portfolio is the highest level of the investment hierarchy and is a collection of products, programs, and/or work units. There are three portfolios, with 2 sub-portfolios each, to which all programs must align. Portfolios are critical to the enterprise analysis of programs. Specific Portfolio attributes to input into the tool are defined in Attachment 2, *Portfolio Attribute List*.

3.1.1.1.1. Tech Base Portfolio. The Tech Base Portfolio captures technology efforts that are predominately at the basic and applied research level and are not tied to major customer driven demonstrations. Two sub-portfolios exist under this level: Science & Knowledge and Technologies.

3.1.1.1.1.1. Science & Knowledge Portfolio. The Science and Knowledge sub-portfolio captures all 6.1 funded research efforts, 6.2 and other funded research efforts that are not planned to result in an enduring piece of hardware or software and is not expected to transition directly to a customer, or involve the analysis of a problem and/or conduct a study/test in response to a user request. The main deliverable of this work and analysis is generally a report.

3.1.1.1.1.2. Technologies**.** The Technologies sub-Portfolio captures technology efforts that are planned to result in an enduring piece of hardware or software and are not tied to a major demonstration for a customer.

3.1.1.1.2. Capabilities Portfolio**.** The Capabilities Portfolio captures research efforts that are tied to major customers' demand signals and demonstrations.

3.1.1.1.2.1. Concepts Portfolio. The Concepts sub-portfolio captures technology efforts that are planned to result in an enduring piece of hardware or software and the efforts are tied to a major demonstration for a customer. All Advanced Technology Demonstrations, Joint Capability Technology Demonstrations and efforts designated by the AFRL Capability Council, are part of this portfolio.

3.1.1.1.2.2. Flagships Portfolio. The Flagship sub-portfolio captures technology efforts that have been approved by the Air Force Requirements Oversight Council and designated by the Vice Chief of Staff of the Air Force as a Flagship Capability Concept.

3.1.1.1.3. Mission Support Portfolio. The Mission Support Portfolio captures all efforts that directly or indirectly support the Tech Base and Capabilities Portfolios. The Mission Support Portfolio consists of the Product Support and Organizational Support sub-portfolios.

3.1.1.1.3.1. Product Support Portfolio. The Product Support sub-portfolio captures research directly contributing to the technical goals of the Tech Base and Capabilities Portfolios. These types of efforts have direct technical impact and may result in an S&T deliverable.

3.1.1.1.3.2. Organizational Support Portfolio. The Organizational Support sub-portfolio captures all the resources and funding defined by AFRL/FM as Indirect and Overhead Costs.

3.1.1.1.4. Other Portfolios. There are other major portfolios used in planning, programming, and execution, e.g., Core Technical Competencies, Tech Focus Areas, Service Core Functions. AFRL personnel can also exercise the option to create *ad hoc* portfolios as well.

3.1.1.2. Product. Two or more programs that together produce a capability, technology, scientific advancement or service (services only apply to the Organizational Support sub-portfolio). It has a defined scope and may have a defined start and stop date. It is managed by cost, schedule, performance and risk. The Product level is only required for large efforts encompassing two or more programs, whether they are in a single technology directorate or across directorates. Product is further defined by a set of attributes defined in Attachment 3, *Product Attribute List*.

3.1.1.3. Program. One or more work units or technical efforts that together produce a result that advances one or more technologies. A program has a defined scope, goal(s), objective(s), schedule (milestones, decision points, and may have a start and stop date), and is uniquely identified by a set of attributes defined in Attachment 4, *Program Attribute List*. This is the level at which AFRL corporately plans, develops AFRL's Program Objective Memorandum (POM), and tracks execution. The program is managed by cost, schedule, performance and risk. In the Organizational Support sub-portfolio, a Program is composed of one or more support units or efforts that provides a service.

3.1.1.4. Work Unit. The basic building block of the AFRL portfolio. The smallest unit of technically distinct work (i.e., distinct scope and objective) that is managed by cost, schedule, performance, and risk. Work Units are further defined by the set of attributes in Attachment 5, *Work Unit Attribute List*. Work Units are optional for use in directly tracking a program's planning and execution, but must be recorded in IPPM to satisfy external Unified Research & Engineering Database (URED) and Defense Technical Information Center (DTIC) reporting during execution.

3.1.1.5. **Support Unit.** The smallest unit of indirect or overhead work that is managed by cost, schedule, or performance. An example of a Support Unit might be a facility contract or an Advisory & Assistance Services (A&AS) contract. Support Units are optional and further defined by the set of attributes in Attachment 6, *Support Unit Attribute List*.

3.2. Product, Program, Work Unit and Support Unit Lifecycle Phases.

3.2.1. Strategic Planning. The period prior to the AFRL POM process. During this phase, the Capability Leads and TDs/711 HPW analyze the DoD and AF Visions and Strategies, and major customers' gaps and needs, and create science and technology options as possible responses to the gaps and needs.

3.2.2. Initiation. The Initiation phase occurs between the completion of Strategic Planning and submission of AFRL's POM input to Air Force Materiel Command (AFMC). During this phase, AFRL decides which technology option(s) to pursue to fill the gap or need, defines the technology effort(s) (cost, schedule and top level performance), and allocates AFRL resources in the POM.

3.2.3. Planning. The planning phase is where the detailed plan and baseline addressing cost, schedule, performance and risk management is developed and refined in preparation for the start of the Execution and Control Phase.

3.2.3.1. POM Planning. POM Planning occurs between the submission of the POM to AFMC and the AF submitting the POM to the Office of the Secretary of Defense. During this phase, the TDs/711 HPW develop their detailed technical approach, initial plan, draft baseline, and identify resource and facility needs for Products and Programs.

3.2.3.2. Execution Planning. Execution Planning occurs generally within six months of starting the Execution and Control Phase. During this phase, the TDs/711 HPW accomplish detailed execution planning to include finalizing the cost, schedule, performance and risk baseline for Products and Programs, planning and awarding contracts, creating Work Units and/or lower level technology efforts (if applicable), and secure resources and facilities commitments.

3.2.4. Execution and Control. The Execution and Control phase starts when technical work begins, or with the execution of the first dollar, and ends with completion of the effort and delivery of its last deliverable and final report. During this phase, the TDs/711 HPW execute their detailed plan, measure performance against the cost, schedule, performance and risk baseline and make adjustments as required.

3.2.5. Close-Out. The Close-Out phase starts as the completion of the effort nears. This phase includes, but is not limited to, final submission of documentation of the effort to DTIC, final data entries in IPPM, lessons learned, and close-out of any contracts.

3.3. Integrated Project and Portfolio Management (IPPM). IPPM is a subset of the AFRL Enterprise tools for Planning, Programming, Budgeting and Execution (PPB&E). This suite of tools enables AFRL to accomplish planning, programming, and execution of core and external funds received by AFRL and to manage the technical work to achieve the goals of the Air Force.

3.3.1. Clarity™. Computer Associates Clarity™ provides functionality for capturing and managing Products, Programs, Work Units and collections of Products, Programs, and Work Units called Portfolios. Products, Programs and Work Units are defined in Clarity™ in technically descriptive fields and by attributes. Financial execution information and data is displayed in Clarity™ if program and/or work unit records are aligned in CCaR.

3.3.2. Comprehensive Cost and Requirement System (CCaR). CCaR is the financial management tool of the IPPM suite. It captures and tracks financial execution data at the Program level by AFRL business rule, but is flexible enough to allow for lower level records such as Work Units. CCaR links to standard Air Force financial systems.

3.3.3. Enterprise Plans & Programs (EP&P). Enterprise Plans & Programs (EP&P™) tool is built on the IBM COGNOS™ tool. It collects Program level funding data that captures programmed and required budget data for the POM and provides “What if?” capability for budget analysis. Programs must first be created, validated, and approved in Clarity™ in order for them to be eligible to receive planned funding in EP&P.

3.3.4. IBM COGNOS™ Reports**.** IBM COGNOS™ reporting software is used for Portfolio, Program and Work Unit reporting and Dashboard display.

4. AFRL Business Rules.

4.1. In order to maintain the hierarchy and consistent reporting established above and to allow the various tools to integrate the data for use, certain rules must be followed.

4.1.1. A Work Unit links to one and only one Program when used as an integral part of detailed program planning and execution. This is necessary to enable the IPPM tools to seamlessly accomplish financial tracking. See Figure 3 for notional example.

4.1.2. A Program links to one and only one Product to enable financial roll-up in the IPPM tools. See Figure 3 for notional example.

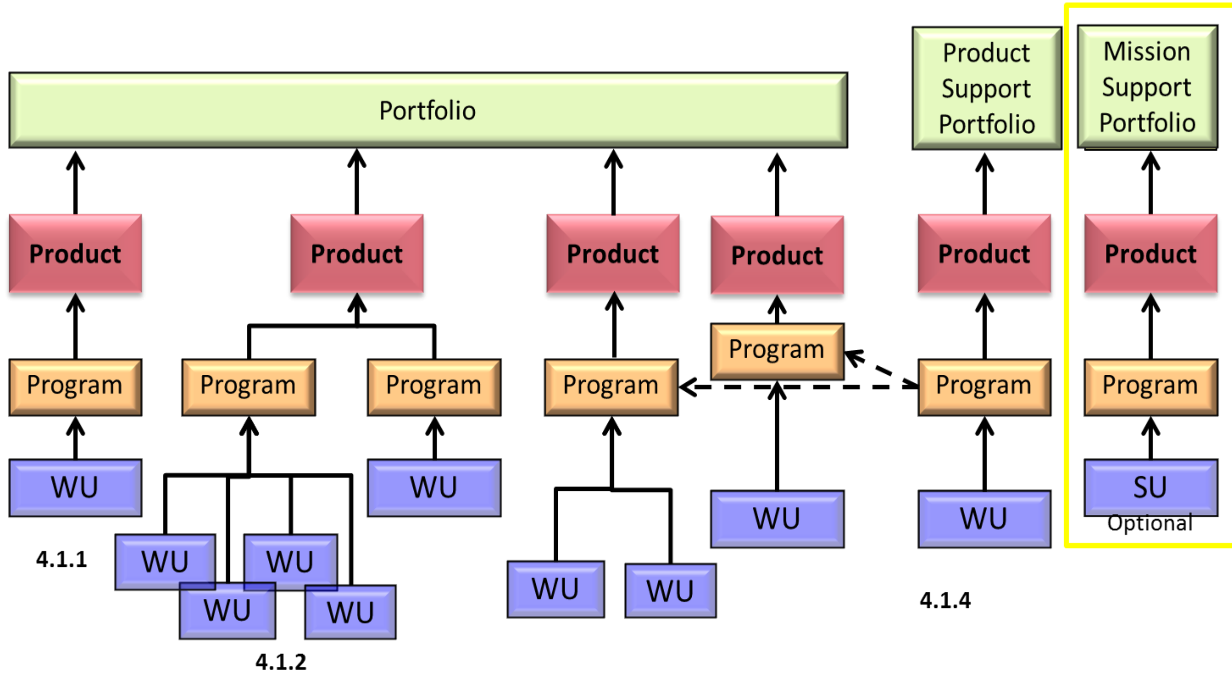
4.1.3. A Product, Program or Work Unit belongs to one and only one AFRL S&T Taxonomy portfolio. A Product, Program or Work Unit may belong to any number of Other Portfolios outside the AFRL S&T Taxonomy.

4.1.4. When using Work Units as an integral part of detailed program planning and execution, a Work Unit that dedicates subsets of defined resources or deliverables to multiple programs should be linked in Clarity™ to one Product Support Program. This eliminates the need to link one work unit to multiple programs. See Figure 3 for notional example.

4.1.5. TDs/711 HPW will populate CCaR with their core S&T budgets and external funding at the Clarity™ Program level or below. All record entries must reference the program-level Clarity™ Unique ID in the IT Prog# field. This enables the comparison of program execution to program planning.

4.1.6. Any external funding must also be entered and matched to a program-level Clarity™ unique indentification (ID). If there is no existing Clarity™ Program that includes the scope of the customers work, either create a new Clarity™ Program or expand the scope of an existing Clarity™ Program to accommodate the work.

Figure 3. Business Rule Examples



THOMAS J. MASIELLO, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND OTHER SUPPORTING INFORMATION

References

AFPD 61-1, *Management of Science and Technology*, 18 August 2011

AFPD 61-2, *Management of Scientific and Technical Information,* 7 April 1993

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

AFRLI 61-108, Program Baseline Development, 23 March 2003

Adopted Forms

AF Form 847***,*** *Recommendation for Change of Publication*

Terms

A&AS— Advisory & Assistance Services

AD Number— Accession Document Number

AFMC— Air Force Materiel Command

AFPD— Air Force Policy Directive

ARM— Assistant Records Manager

ASD(R&E)— Assistant Secretary of Defense (Research and Engineering)

ATD— Advanced Technology Demonstration

BPAC— Budget Program Activity Code

CCaR— Comprehensive Cost and Requirement System

CFLI— Core Function Lead Integrator

CTC— Core Technical Competencies

DoD— Department

DoE— Department of Energy

DTIC— Defense Technical Information Center

EP&P— Enterprise Planning and Programming

EXCOM— Executive Committee

FARM— Functional Area Records Manager

ID— Identification

IMS— Integrated Master Schedule

IPPM— Integrated Project and Portfolio Management

IT— Information Technology

KPP— Key Performance Parameters

LMR— Laboratory Management Review

MAJCOM— Major Command

MoM— Measures of Merit

MRL— Manufacturing Readiness Level

NARA— National Archives Records Administration

NDA— Non-Disclosure Agreement

OPR— Office of Primary Responsibility

POC— Point of Contact

POM— Program Objective Memorandum

PBR— Program Baseline Review

PMR— Program Management Review

PPB&E— Planning, Programming, Budgeting and Execution

QDR— Quadrennial Defense Review

RDT&E— Research, Development, Test & Evaluation

R&D— Research and Development

R&E— Research and Engineering

SBIR— Small Business Innovation Research

S&T— Science and Technology

STT— Scientific Technical Thrust

STINFO— Scientific and Technical Information Officer

TD— Technology Directorate

TRL— Technology Readiness Level

URED— Unified Research & Engineering Database

URL— Uniform Resource Locator

Attachment 2

PORTFOLIO ATTRIBUTE LIST

A2.1. The Portfolio Attribute List (Table A2.1.) . Contains the minimum data required to be input into the tools in order to identify a portfolio.

Table A2.1. Portfolio Attribute List

Attributes	**Description**
Clarity™ Create/General Portfolio Page	
Portfolio Name	Title of Portfolio
Description	Text that explains the relationship of the contents of the Portfolio
Manager	Person responsible for managing/tracking the Portfolio
Start Date	Start Date of the earliest beginning Work Unit or Program in the Portfolio
Finish Date	End Date of the latest ending Work Unit or Program in the Portfolio
Portfolio Investment Types*	Choose 'Project' for this value
Corporate Subpage	
Is Corporate	Optional. A check indicates that a Portfolio has a designated manager identified by AFRL HQ. Special permissions are required to create Corporate Portfolios.
***This data attribute will not be required for Portfolios in future releases.**	

Attachment 3

PRODUCT ATTRIBUTE LIST

A3.1. The Product Attribute List (Table A3.1.) Contains the minimum data required to be input into the tools by the TDs/711 HPW to initiate, plan, execute and close-out a product. The required data is phased to match the maturity and lifecycle of a product. The phases are defined in paragraph 3.2. Note: The X is marked in the first phase that the attribute is required. The attribute is required to be updated with any changes in all subsequent phases. If "opt" appears in a column the attribute input is optional at this phase, if information is available.

Table A3.1. Product Attribute List

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
Clarity™ AFRL Product Custom Object					
Product Name	X				Title of product.
AFRL Hierarchy Alignment	X				Associated AFRL Hierarchy: Technology Base/Technologies Technology Base/Science & Knowledge Capabilities/Concepts Capabilities/Flagships Mission Support/Product Support Mission Support/Organizational Support.
Design has not been completed for implementation of the Data Elements below					
Lead TD*	X				TD/711 HPW with primary responsibility for the product.
Office Symbol*	X				applicable office responsible for the execution of the product.
Manager *	X				Name of the responsible Program Manager for the product.
Start Date*	X				Estimated start date of the product. For a product with a definitive start date, this represents the beginning of the product. For a product that is enduring, (i.e., it does have a definitive start date), this represents the beginning of funding for use in creating roadmaps.
End Date*	X				Estimated end date for the product. For a product with a definitive end date, this represents

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					the end of the product. For a product that is enduring, (i.e. it does have a definitive end date), this represents the last year of funding in the current POM and will be used in creating roadmaps.
Distribution Code and Reason*	X				Applicable code for access to this record. **Note**: Contractor personnel require an active Non-Disclosure Agreement (NDA) in place to access Distribution Code B and E records.
Initial TRL*	X				Applicable initial Technology Readiness Level (TRL); Select 1 for Organizational Support products.
Initial TRL Justification*		X			Information that justifies the initial TRL status; Enter N/A for Organizational Support products.
Current TRL*				X	Applicable current TRL level; Select 1 for Organizational Support products.
Current TRL Justification*				X	Information that justifies the current TRL status; Enter N/A for Organizational Support products.
Final TRL*	X				Applicable final TRL level; Select 1 for Organizational Support products.
Final TRL Justification*			X		Information that justifies the final TRL status; Enter N/A for Organizational Support products.
Initial MRL *		X			Applicable Manufacturing Readiness Level (MRL) at the beginning of the product.
Final MRL *		X			Applicable MRL at product completion.
Technical Approach*		X			Describe the technical approach planned to achieve the goals and objectives of the product.
What is the objective/customer's need?*	X				Problem to be resolved for the customer; Enter N/A for Organizational Support products.
What are the	X				Issues/shortfalls of current

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
technology challenges?*					technologies; Enter N/A for Organizational Support products.
What technology options will be explored?*	X				Technologies this product will explore to overcome the challenges; Enter N/A for Organizational Support products.
Why is it appropriate for AFRL to work on it?*	X				Reasons this work should be performed by AFRL; Enter N/A for Organizational Support products.
Intellectual Property Plan *		X			Identifies and outlines the plan for protecting and managing intellectual property rights of the government and contractor. Enter N/A for Organizational Support products.
Data Rights*		X			Identifies the plan for what type of Data Rights the government will seek as part of any contract. Enter N/A for Organizational Support products.
Baseline (Draft) *		X			Date of the draft baseline being submitted to the appropriate review/approving official (See AFRLI 61-108, *Program Baseline Development*). Enter N/A for Organizational Support products.
Approved Baseline & Integrated Master Schedule (IMS)*			X		Date of the current approved Baseline and Integrated Master Schedule (See AFRLI 61-108).
Customer's Transition Funding Profile*		Opt	X		If a customer has identified transition funding, identify the type and amount of funding by Fiscal year. Include details on the planned transition in the product's Description. Enter N/A for Organizational Support products.
PBR/PMR Slide Inputs -- 6 Fields*				X	Data required to auto generate Program Baseline Review (PBR) and Program Management Review (PMR) slides for the product from Clarity™ data.

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					Enter N/A for Organizational Support products.
ATD Data -- 3 Fields*			Opt	X	If a product has not been designated by a core functional lead integrator (CFLI) or major command (MAJCOM) as an advanced technology demonstration (ATD), select N/A from the drop down.
Milestones*		X			Significant events/accomplishments that indicate progress of the product. Decision Point is a type of Milestone. N/A for Organizational Support products.
Milestone Description*		X			Description of the milestone. N/A for Organizational Support products.
Milestones % Complete*				X	Degree to which the milestone is complete. N/A for Organizational Support products.
Milestones Status*				X	Status of the milestone. N/A for Organizational Support products.
Tasks*		Opt	X		Work breakdown structure of the product.
Performance & Health Assessment (Cost, Schedule, Performance, Facilities, Risk, Manning, Systems Engineering, Transition, Contracting) --30 Fields*				X	Ratings and descriptive text for measure of performance and health in various risk categories. Enter N/A for Organizational Support products.
Stakeholder POCs*		X			Names, organizations, and contact information for key stakeholders. Enter N/A for Organizational Support products.
KPP/MoM Identified*		X			Key Performance Parameteres (KPP)/Measues of Merit (MoM) - Indicators of performance. Enter N/A for Organizational Support

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					products.
KPP/MoM Details & Assessment/Status -- 11 Fields*		Opt	X		Status/assessments of performance indicators. Enter N/A for Organizational Support products.
*** These data attributes will be added for Products in future releases.**					

Attachment 4

PROGRAM ATTRIBUTE LIST

A4.1. The Program Attribute List (Table A4.1.) contains the minimum data required to be input into the tools by the TDs/711 HPW to initiate, plan, execute and close-out a program. The required data is phased to match the maturity and lifecycle of a program. The phases are defined in paragraph 3.2. Note**:** The X is marked in the first phase that the attribute is required. The attribute is required to be updated with any changes in all subsequent phases. If "opt" appears in a column the attribute input is optional at this phase, if information is available.

Table A4.1. Program Attribute List

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
Clarity™ General Subpage					
Program Name (Short Title)	X				Program title to describe this program; define acronyms.
Program/Work Unit Profile Type	X				Type of program to be created.
Dashboard Layout***					
Lead TD	X				TD with primary responsibility for the program.
Office Symbol	X				Applicable office responsible for the execution of the program.
Manager	X				Name of the responsible Program Manager (This is a living field that will change over time).
Start Date	X				Estimated start date of the program. For a program with a definitive start date, this represents the beginning of the program. For a program that is enduring, (i.e. it does have a definitive start date), this represents the beginning of funding for use in creating roadmaps.
End Date	X				Estimated end date of the program. For a program with a definitive end date, this represents the end of the program. For a program that is

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					enduring, (i.e. it does have a definitive end date), this represents the last year of funding in the current POM and will be used in creating roadmaps.
Distribution Code and Reason	X				Applicable code for access to this record; Note: Contractor personnel require an active NDA in place to access Distribution Code B and E records.
Clarity™ General-Program Subpage					
Other Participating TDs	X				TDs other than the Lead TD participating in the program.
Program Status	X				Appropriate value that represents the current state of execution for the program; Status values on the General subpage automatically update when the Program-Status values are changed. Also, the Program-Status values update to Approved when the Approve Record process is run. This process also updates the Status field on the General subpage to Approved.
Program Progress	X				Appropriate value that represents the current state of execution for the program; Progress values on the General subpage automatically update when the Program-Progress values are changed.
Clarity™ Investment Portfolio (Product)	X				Appropriate investment portfolio. This field is required for all programs for 100% accounting of the portfolio and to enable Product Hierarchy functionality. This field captures the relationship between programs and TD

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					created products. If a program does not align to a TD created product, the AFRL Business Operations Division (AFRL/XPO) will create a Product Level placeholder for the TD to select. This place holder will be identified by placing asterisks "***" in front of whatever name the TD directs. The product or product placeholder capture the program's relationship to the portfolios in the AFRL S&T Taxonomy. Portfolio alignment drives the depth and breadth of program management required by AFRLI 61-108.
AFRL Sector/Sub-Sector**	X				Select the appropriate Tech Focus Area: Select None for Product Support and Organizational Support programs.
MAJCOM Primary	X				Primary MAJCOM from the list if applicable; Select None for Mission Support programs.
MAJCOM Secondary	X				Secondary MAJCOM if applicable; Select None if no secondary MAJCOMs apply.
Service Core Function Primary	X				Appropriate value for the primary service core function; Select None for Product Support and Organizational Support programs.
Service Core Function Secondary	X				Appropriate value for the secondary service core function, if applicable; Select None if no other service core functions apply.
STT****		X			If the program is aligned to a scientific technical thrust

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					(STT), appropriate value for the STT relationship. Select Non-STT if not aligned to an STT.
Primary Sub-CTC	X				Appropriate Primary Sub-core technical competencies (CTC) for the program; Select None for Mission Support programs.
Description	X				Detailed description of what the program should accomplish.
Long Description***					
Health Indicator***					
Initial TRL	X				Applicable initial TRL; Select 1 for Mission Support programs.
Initial TRL Justification		X			Information that justifies the initial TRL status; Enter N/A for Mission Support programs.
Current TRL****				X	Applicable current TRL level; Select 1 for Mission Support programs.
Current TRL Justification****				X	Information that justifies the current TRL status; Enter N/A for Mission Support programs.
Final TRL	X				Applicable final TRL level; Select 1 for Mission Support programs.
Final TRL Justification			X		Information that justifies the final TRL status; Enter N/A for Mission Support programs.
Initial MRL *		X			Applicable MRL at the beginning of the program.
Final MRL *		X			Applicable MRL at program completion.
Technical Approach		X			Describe the technical approach planned to achieve the goals and objectives of the program.
What is it?***	X				Description of the technology. Speak to the capability provided, not just the hardware/software; Enter N/A

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					for Organization Support programs.
What Tech Challenge is it Overcoming?***	X				Tech challenge AFRL is trying to overcome; Enter N/A for Organizational Support programs.
Who Cares?***	X				Who benefits from this technology development; Enter N/A for Organizational Support programs.
Why AFRL is Working on It?***	X				Why is AFRL the appropriate org to work on this challenge; Enter N/A for Organizational Support programs.
Why is it Needed?***	X				How this technology solves a problem or overcomes a challenge; Enter N/A for Organizational Support programs.
What is the objective/customer's need?*	X				Problem to be resolved for the customer; Enter N/A for Organizational Support programs.
What are the technology challenges?*	X				Issues/shortfalls of current technologies; Enter N/A for Organizational Support programs.
What technology options will be explored?*	X				Technologies this Program will explore to overcome the challenges; Enter N/A for Organizational Support programs.
Why is it appropriate for AFRL to work on it?*	X				Reasons this work should be performed by AFRL; Enter N/A for Organizational Support programs.
Intellectual Property Plan *		X			Identifies and outlines the plan for protecting and managing intellectual property rights of the government and contractor. Enter N/A for Organizational Support programs.
Data Rights*		X			Identifies the plan for what

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					type Data Rights the government will seek as part of any contract. Enter N/A for Organizational Support programs.
Baseline (Draft) *		X			Date of the Draft Baseline being submitted to the appropriate review/approving official (See AFRLI 61-108). Enter N/A for Organizational Support programs.
Approved Baseline & Integrated Master Schedule (IMS) *			X		Date of the current approved Baseline and Integrated Master Schedule (See AFRLI 61-108).
Customer's Transition Funding Profile*		Opt	X		If a customer has identified transition funding, identify the type and amount of funding by Fiscal year. Include details on the planned transition in the program's Description. Enter N/A for Organizational Support programs.
PBR/PMR Slide Inputs -- 6 Fields*				X	Data required to auto generate Program Baseline Review (PBR) and Program Management Review (PMR) slides from Clarity™ data. Enter N/A for Organizational Support programs.
ATD Data -- 3 Fields*			Opt	X	If a program has not been designated by a CFLI or MAJCOM as an ATD, select N/A from the drop down.
Clarity™ Tasks Tab					
Milestones		X			Significant events/accomplishments that indicate progress of the program. Decision Point is a type of Milestone. N/A for Organizational Support programs.
Milestone – Start Date		X			Milestone that defines the start date of the program.

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					Established to allow successor programs to name the program as a predecessor using the start date.
Milestone – Finish Date		X			Milestone that defines the finish date of the program. Established to allow successor programs to name the program as a predecessor using the finish date.
Milestone Description		X			Description of the milestone. N/A for Organizational Support programs.
Milestones % Complete				X	Degree to which the milestone is complete. N/A for Organizational Support programs.
Milestones Status				X	Status of the milestone. N/A for Organizational Support programs.
Tasks		Opt	X		Work breakdown structure of the Program.
Predecessor Programs (linked to Start Date or Finish Date Milestones)	Opt	X			Programs that must complete, in part or in full, in order for this program to start, advance or complete.
Clarity™ Hierarchy Tab					
Work Units linked to Program			X		For TDs that choose to link work units to programs, that is done using the Hierarchy Tab.
Clarity™ Required Facilities / Equip Subpage					
Installation/Facility/Category		X			Applicable building/facility from the selection list. Note: If building is not included in the list, select "WPAFB, building 20015", and then specify in the Required Facility / Equipment field the location and correct building number.
Required Facility/Equip		X			Enter the name of the laboratory or facility if the name in the Installation/Facility/Category

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					look up is not descriptive.
Clarity™ Performance & Health Subpage					
Performance & Health Assessment (Cost, Schedule, Performance, Facilities, Risk, Manning, Systems Engineering, Transition, Contracting) --30 Fields				X	Ratings and descriptive text for measure of performance and health in various risk categories. Enter N/A for Organizational Support programs.
Clarity™ POCs / Stakeholders Subpage					
Stakeholder POCs		X			Names, organizations, and contact information for key stakeholders. Enter N/A for Organizational Support programs.
Clarity™ KPPs / MoMs Subpage					
KPP/MoM Identified		X			Indicators of performance. Enter N/A for Organizational Support programs.
KPP/MoM Details & Assessment/Status -- 11 Fields		Opt	X		Status/assessments of performance indicators. Enter N/A for Organizational Support programs.
EP&P™					
Civilian Man Years	X				Estimated number of man years of civilian labor needed for the program, to 1/10 of a man year.
Funding (Planning and Execution)	X				Enter unburdened costs for program and civilian manpower by fiscal year during the Initiation, POM Planning, and Execution Planning phases. Enter actual funding by fiscal year during Execution & Control and Close-out phases.
Funding (Required)	X				Total unburdened costs required by fiscal year

Attributes	Phase				Description
	Initiation	POM Planning	Execution Planning	Execution and Control	
					estimated to complete the Program during the Initiation, POM Planning, and Execution Planning phases. Use where you have a shortfall. The shortfall amount will be calculated by subtracting Funding (Planning & Execution) and from Funding (Required).
CCaR					
Clarity unique identification (ID) number in IT Prog# field				X	Clarity™ generated identifier that links CCaR records to IPPM records.
***** These data attributes will be added for Programs in future releases. ** AFRL Sector/Sub-Sector will be renamed to Technology Focus Area in a future release *** These data attributes will not be required for Programs in future releases. **** These data attributes will not be required to save Programs in future releases					

Attachment 5

WORK UNIT ATTRIBUTE LIST

A5.1. The Work Unit Attribute List (Table A5.1.) Contains the minimum data required to be input into the tools by the TDs/711 HPW to initiate/plan, execute and close-out a work unit. The required data is phased to match the maturity and lifecycle of a work unit. Work Units are optional for use in directly tracking a program's planning and execution, but must be recorded in IPPM to satisfy external URED and DTIC reporting. The phases are defined in paragraph 3.2. Note: The X is marked in the first phase that the attribute is required. The attribute is required to be updated with any changes in all subsequent phases.

Table A5.1. Work Unit Attribute List

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Clarity™ Programs-Work Units Page				
Clarity™ General Subpage				
Work Unit Name (Short Title)	X			Work unit title. Since this is the Clarity™ name of the record, it is limited in length. Use of acronyms can be used to describe this work unit. Note: Some TDs/711 HPW are putting the Work Unit Number at the beginning of this title, which allows sorting and recognition.
Work Unit Name (Long Title)	X			Full title for the work unit up to 2000 characters. Note: This is the title that is sent outside of AFRL and the title used on work unit reports.
Program/Work Unit Profile Type	X			Description of the type of record so appropriate subpages is displayed.
Dashboard Layout	X			Description of the desired Dashboard layout on the Dashboard Tab.
Lead TD	X			TD with primary responsibility for the work unit.
Office Symbol	X			Applicable office responsible for the execution of the work unit
Manager	X			Name of the responsible Work Unit Manager.
Start Date	X			Estimated start date of the work unit.
End Date	X			Estimated end date for the work unit.
Distribution Code and Reason	X			Applicable code for access to this record; Note: Contractor personnel require an active Non-Disclosure

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				Agreement in place to access Distribution Code B, E, and F records.
Clarity™ General–Work Unit Subpage				
Responsible Organization	X			DTIC's code for the Lead TD.
Work Unit Category	X			Applicable work unit category. This field determines which records are submitted to DTIC and display on the *Work Unit/Information Management Metrics* report. 1. Contract Direction 2. In-house Research & Development 3. Technology Support (Support to Others) 4. Miscellaneous (including Basic Delivery Order).
Work Phase Code	X			Applicable code indicating in which phase the work unit is at the time. **P - Planned** for Initiation/Planning **A - Active** for Execution & Control **Y – Completed, Funds Not Fully Expended** and **Z - Completed, Funds Fully Expended** for Close-out.
Performance Method	X			Appropriate Performance Method from the drop-down. This is a URED list.
Performance Type	X			Appropriate Performance Type from the drop-down. This is a URED list. Note: If in doubt, choose *RDTE-Research, Development, Test & Evaluation Work Unit.*
AF Technical Capabilities	X			Mandatory for all work units. The Air Force has three core capabilities: *Developing Airmen*, *Technology-to-Warfighting*, and *Integrating Operations*, which break down to make six distinctive capabilities. This is a URED list.
Lab Core Technical Competency	X			Mandatory for all work units. Assistant Secretary of Defense (Research and Engineering) [ASD (R&E)] Laboratories Office cross-functional taxonomy to capture the

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				core technical competencies (CTCs) of the Defense Laboratory Enterprise, industry, academia and other performers of government R&E tasks. This is a URED list.
Subject Category	X			Appropriate category from the look-up. Only one entry is required by URED. This is a URED list.
Fields of Science & Engineering	X			Required for 6.1 funded work units (Budget Activity = 1). This is a URED list.
Defense Technology Area and Subarea	X			Required for 6.2 or 6.3 funded work units (Budget Activity = 2 and 3). This is a URED list.
Joint Capability Area	X			Only applies to 6.3 funded work units (Budget Activity = 3). Collections of like DoD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities based force development and operational planning. This is a URED list.
Technology Readiness Level	X			Appropriate TRL for the work unit. Note: For 6.3 funded work units TRL will be completed at work unit start. For small business innovation research (SBIR) funded work units TRL will be completed at work unit close-out. This is a URED list.
Clarity™ WU Descriptive Subpage				
Technical Objective	X			Describe the work in terms of the technical objective and the anticipated results. This statement should remain the same throughout the life of the effort. Note: Significant changes indicate the work unit needs to be terminated and a new work unit started.
Technical Approach	X			Describe the work in terms of the approach or plan to be used to achieve the overall objective. Emphasis should be on the specific tests and equipment, theoretical work being conducted, and

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				the factors which may tend to accelerate or decelerate the work. This statement should remain the same throughout the life of the effort. Note: Significant changes indicate the work unit needs to be terminated and a new work unit started.
Clarity™ WU Descriptive – Keywords Subpage				
Keyword	X			Keyword that will assist others to readily identify and retrieve pertinent information. A keyword can consist of a single word or a phrase with several words. Input should involve words and phrases that identify concepts not explicitly stated in the title.
Clarity™ WU Organizational Contacts Subpage				This is the Manager from the General Subpage
First Name	X			Work Unit Manager's first name.
Last Name	X			Work Unit Manager's last name.
Office Symbol	X			Work Unit Manager's office symbol.
Commercial Phone	X			Work Unit Manager's commercial phone number (i.e., 937-255-6543 x1234).
Email	X			Work Unit Manager's email address.
Clarity™ R&D Contract Subpage				
Contract Number		X		This is the contract/grant/assistance award number. It should be entered either with dashes (i.e., FA8650-11-D-5000-0001), or without dashes (i.e., FA865011D50000001). Use only upper case letters. **Note**: For Cat 2 - In-House work units, use **'In-House'** as the contract number.
Cage Code		X		This look-up pulls data from the **Contractor Custom Object**. For Contracted efforts, use the Cage Code located in the appropriate block of the contract cover page. For In-House efforts, use the code associated with the Technical Directorate and location.
Award Date		X		The date the contract/grant is awarded.

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				For in-house work units, this is the same as the start date on the WU General Subpage.
Tech End Date		X		This is the date the technical work will be completed. Typically, this date is 3 months prior to the delivery of the final technical report. For contracted efforts, the contract should be consulted for this date.
Draft Due Date		X		The date the initial draft final report is due. Typically, this date is 30 days after the Tech End Date.
End Date		X		The date associated with the delivery of the final technical report is the End Date.
Principal Investigator – First Name		X		This is the first name of the individual performing the research. For contracted efforts, this is an employee of the contracted company. For in-house efforts, this is the same individual as the "Manager".
Principal Investigator – Last Name		X		This is the last name of the individual performing the research.
Principal Investigator – Commercial Phone		X		This is the commercial phone number of the individual performing the research.
Principal Investigator – Email		X		This is the email address of the individual performing the research.
Clarity™ DoE Facility Subpage				***This subpage only needs to be populated when the performing facility is a Department of Energy Facility.***
Reason For Selection - Key Skill Codes		X		Reason for Department of Energy (DoE) selection should relate the unique aspect of the DoE performers that makes them the best choice for the work. This section is focused on the type of work and the exceptional subject matter expertise that is a unique capability. Select the most appropriate specialty area for this project. This is a URED list.

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Reason For Selection - Key Facilities Codes		X		Reason for DoE selection should relate the unique aspect of the DoE performers that makes them the best choice for the work. The response is selected from a list of candidate facilities based on whether there is a kind lab, instrument, tooling or hardware set, exceptional subject matter expertise or some other unique capability. Select the most appropriate specialty area for this project. This is a URED list.
Reason For Selection - Explanation		X		Explanation on the reason for selecting DoE as the performer. The response should specifically identify the unique capability of this work with more fidelity than provided in the skills and facilities lists. Limit the explanation to two to three sentences.
Science and Technology Priority		X		Seven capabilities were identified as cross-cutting areas critical to one or more of the mission areas identified in the Quadrennial Defense Review (QDR). The Science and Technology (S&T) Executive Committee (EXCOM) chartered a Steering Council for each area to develop research and engineering "roadmaps" to inform and guide Department S&T investments for each of the seven areas. These seven capability areas are: Autonomy, Counter-Weapons of Mass Destruction, Cyber, Data to Decisions, Electronic Warfare, Engineering Resilient Systems, and Human Systems. This is a URED list.
Clarity™ WU Funding Subpage				
TD-PE-BPAC	X			Appropriate value from the look-up. This should reflect the TD, Program Element and budget program activity code (BPAC) associated with the funds (i.e., RY/62204F/6095).
Fiscal Year	X			Fiscal year of the funding.

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Funding Dollars	X			Funding dollars in whole dollar amount.
Funding Type	X			Appropriate value indicating whether the funds have been obligated.
Clarity™ R&D Case File Subpage				
Last Review Date		X		Date of the last R&D case file review.
FARM Reviewer		X		Name of the Assistant Records Manager (ARM) or Functional Area Records Manager (FARM) who performed the R&D case file review.
Active R&D Case File Location		X		Location of R&D Case File. Hard copy R&D Case Files locations are indicated by the building and room numbers, at a minimum. While, Electronic R&D case file locations are indicated by its uniform resource locator (URL).
R&D Case File Retirement – Electronic Location			X	URL of the retired electronic R&D case file.
Local Staging Retired Date			X	Date R&D case file officially retired.
Local Staging Accession Number			X	Accession Number assigned by the local staging facility, if appropriate. (Applies to paper copies only).
Local Staging Box Numbers			X	Box numbers assigned by the local staging facility, if appropriate. (Applies to paper copies only).
Local Staging Location			X	Location number used by the local staging facility, if appropriate. (Applies to paper copies only).
Record Center Archive Date			X	Date R&D case file officially archived to the Record Center, if appropriate. (Applies to paper copies only).
Record Center Accession Number			X	Accession Number assigned by the Record Center, if appropriate. (Applies to paper copies only).
Record Center Box Numbers			X	Box numbers assigned by the Record Center, if appropriate. (Applies to paper copies only).
Record Center Location			X	Location number used by the Record Center, if appropriate. (Applies to paper copies only).

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Clarity™ Progress/Status Subpage				
Progress/Status Date	X			Date of the Progress statement.
Progress/Status	X			Narrative statements concerning the progress achieved towards the goals defined in *Objective and Approach*. All significant modifications to the record should include a new progress statement. The progress statement should be updated at least once a year. **Note**: For the final progress, use the abstract from the final technical report. Include the final technical report number and date.
Final Progress/Status?		X		Indication of final progress statement. This is required for final progress statements & must be marked prior to moving into the Close-out phase.
Clarity™ Reviews Subpage				
Review Type	X			Appropriate type of review. Note: There must be an *Initial* Laboratory Management Review (*LMR)* prior to **URED** submittal and a *Final LMR* prior to moving into the Close-out phase.
Date of Review	X			Date the review was conducted.
Clarity™ Tech Publications Custom Object				
Clarity™ General Subpage				
Tech Publication Name		X		Clarity™ name of tech publication, does not have to be the actual tech publication title.
Work Unit Number		X		TD Unique ID associated with the Tech Publication.
Title and Subtitle		X		Actual Title and Subtitle of the publication as submitted to DTIC.
Type of Publication		X		Type of publication. (i.e. Technical Report).
Publication Status		X		Appropriate value to indicate whether final, interim, or other kind of tech publication.
Tech Publication Classification		X		Classification of the tech publication.
Distribution Code and Reason		X		Distribution code and reason of the tech publication. More than one value

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				can be chosen. If the report is determined to be Distribution A, a PA Control Number and date should be entered into the system.
Draft Received		X		Date the draft final report was received by the work unit manager.
AFRL Org Permission Structure		X		TD with primary responsibility for the work unit.
Clarity™ General – STINFO Officer Subpage				
Tech Publication Number		X		Tech Publication number as assigned by the TD /711 HPW Scientific and Technical Information (STINFO) Officer.
DTIC AD Number		X		Accession document number (AD) assigned to the tech publication by DTIC.
DTIC Published Date		X		Citation Creation Date in DTIC.
Comments		X		Comments providing status of final tech publication.
Submitted to DTIC		X		Date STINFO Officer submitted the tech publication to DTIC.
Clarity™ Technical Publication Retirement Subpage				
Electronic Location			X	URL of the retired electronic tech publication. This applies to Interim and Final Tech Publications only.
Local Staging Retired Date			X	Date tech publication was officially retired. This applies to Interim and Final Tech Publications only.
Local Staging Accession Number			X	Accession Number assigned by the local staging facility, if appropriate.
Local Staging Box Numbers			X	Box numbers assigned by the local staging facility, if appropriate. (Applies to paper copies only).
Local Staging Location			X	Location number used by the local staging facility, if appropriate. (Applies to paper copies only).
Record Center Archive Date			X	Date R&D case file officially archived to the Record Center, if appropriate. (Applies to paper copies only).
Record Center Accession Number			X	Accession Number assigned by the Record Center, if appropriate. (Applies to paper copies only).

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Record Center Box Numbers			X	Box numbers assigned by the Record Center, if appropriate(Applies to paper copies only).
Record Center Location			X	Location number used by the Record Center, if appropriate(Applies to paper copies only).
Transferred to NARA			X	Date the tech publication was transferred to National Archives Records Administration (NARA) for permanent storage. (Applies to paper copies only).

Attachment 6

SUPPORT UNIT ATTRIBUTE LIST

A6.1. The Support Unit Attribute List (Table A6.1.) Contains the minimum data required to be input into the tools by the TDs to initiate/plan, execute and close-out a support unit. The required data is phased to match the maturity and lifecycle of a support unit. The phases are defined in paragraph 3.2. Note: The X is marked in the first phase that the attribute is required. The attribute is required to be updated with any changes in all subsequent phases.

Table A6.1. Support Unit Attribute List

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
Clarity™ Programs-Work Units Page				
Clarity™ General Subpage				
Short Title	X			Support unit title.
Program/Work Unit Profile Type	X			Description of the type of record so appropriate subpages is displayed. For a Support Unit, chose Work Unit.
Dashboard Layout				Description of the desired Dashbord layout on the Dashboard Tab.
Lead TD	X			TD with primary responsibility for the work unit.
Office Symbol	X			Applicable office responsible for the execution of the support unit.
Manager	X			Name of the responsible Support Unit Manager.
Start Date	X			Estimated start date of the support unit.
End Date	X			Estimated end date for the support unit.
Distribution Code and Reason	X			Applicable code for access to this record. Note: Contractor personnel require an active NDA in place to access Distribution Code B, E, and F records.
Clarity™ General–Work Unit Subpage				
Responsible Organization	X			DTIC's code for the Lead TD.
Work Unit Category *	X			Applicable category. The value of *Support Unit* will be added in a future IPPM release.
Work Phase Code	X			Applicable code indicating in which phase the work unit is at the time. **P - Planned** for Initiation/Planning

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
				A - Active for Execution & Control **Y – Completed, Funds Not Fully Expended** and **Z - Completed, Funds Fully Expended** for Close-out.
Clarity™ WU Descriptive Subpage				
Technical Objective	X			Describe the work in terms of the objective.
Technical Approach	X			Describe the work in terms of the approach or plan to be used to achieve the overall objective.
Clarity™ R&D Contract Subpage				
Contract Number		X		This is the contract award number. It should be entered either with dashes (i.e., FA8601-11-F-0001), or without dashes (i.e., FA860111F50001). Use only upper case letters.
Cage Code		X		This look-up pulls data from the **Contractor Custom Object**.
Award Date		X		The date the contract is awarded.
Tech End Date		X		This is the end date of the period of performance. Note: Since support units do not typically have deliverables, the tech end date, draft due date, and end date are the same.
Draft Due Date		X		This is the end date of the period of performance. Note: Since support units do not typically have deliverables, the tech end date, draft due date, and end date are the same.
End Date		X		This is the end date of the period of performance. Note: Since support units do not typically have deliverables, the tech end date, draft due date, and end date are the same.
Principal Investigator – First Name		X		This is the first name of the contractor program manager.
Principal Investigator – Last Name		X		This is the last name of the contractor program manager.
Principal Investigator – Commercial Phone		X		This is the commercial phone number of the contractor program manager.
Principal Investigator		X		This is the email address of the

Attributes	Phase			Description
	Initiation/ Planning	Execution & Control	Close-out	
– Email				contractor program manager.
Clarity™ WU Funding Subpage				
TD-PE-BPAC	X			Appropriate value from the look-up. This should reflect the TD, Program Element and BPAC associated with the funds (i.e., RY/62204F/6095).
Fiscal Year	X			Fiscal year of the funding.
Funding Dollars	X			Funding dollars in whole dollar amount.
Funding Type	X			Appropriate value indicating whether the funds have been obligated.
***These data attributes will be added for Support Units in future releases.**				