DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND

AFI63-131_AMCSUP_AMCGM2016-01

19 July 2016

MEMORANDUM FOR DISTRIBUTION C
MAJCOM Wings/FOAs/DRUs

FROM: HQ AMC/A4
402 Scott Drive
Scott AFB, IL 62225

SUBJECT: AMC Guidance Memorandum (GM) to AFI 63-131_AMCSUP, *Modification Management*

RELEASABILITY: There are no releasability restrictions on this publication.

1. By Order of the Commander, Air Mobility Command, this AMC Guidance Memorandum immediately implements changes to AFI 63-131, *Modification Management*, AMC Supplement, 4 December 2013. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other AMC publications; the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*.

2. This Guidance Memorandum continues and incorporates previously published guidance implemented under the basic AFI 63-131. The attached guidance changes lists changes which differ from the AMC supplement published 4 December 2013, and provides for continued use of the instruction until a revised AMC supplement is published.

3. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected AFI 63-131_AMCSUP, whichever is earlier.

SARA V. KELLER, SES, DAF
Deputy Director of Logistics, Engineering
and Force Protection

Attachment:
Guidance Changes

(AMC) AFI 63-131 is supplemented as follows. This supplement implements and extends the guidance of AFI63-131, Modification Management. This supplement is to provide further guidance to the Air Mobility Command (AMC) Configuration Review Board (CRB) process. This supplement applies to Air Mobility Command (AMC), Mobility Air Force (MAF) and all Using Commands. 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 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 Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Send change proposals to HQ AMC/A4QF, Maintenance Policy and Procedures, ORG.AMCA4-35@us.af.mil

2.9.2. **(AMC)** AMC/A4Q is OPR for management of all aircraft platform configuration management processes for the MAF fleet. AMC/A5Q is OPR for management of all platform requirements established by applicable MAF agencies. Other MAF staff agencies within A3, A4, A5, A6, A8, FM, SE, TE, will provide specialized expertise and will be the OPR for selected specialized processes. MAF OPRs will collaborate with program managers as necessary to fully develop the modification proposal.

2.9.4.5.3. **(Added-AMC)** AMC/A4QF is the primary POC for receiving all AF Forms 1067 into the command. AMC/A4QF will:

2.9.4.5.3.2. (**Added-AMC)** Include AF Form 1067 coversheet which identifies AMC control number, PM action (Hold for Requirement and Planning Council (R&PC), Proceed as Required, Requirements Working Group (RWG) ranked Mission Critical/Mission Essential (MC/ME) or Command Cert/Funding Approved) and provides funding instructions to the action officer (AO).

2.9.4.5.4. **(Added-AMC)** When the AF Form 1067 is ready for CRB review, the HQ AMC AO(s) representing the AF Form 1067 will return it to AMC/A4QF for inclusion in the next scheduled CRB agenda. All CRB members will be provided a copy of the agenda items via e-mail, (with website address to access 1067s) and the respective Systems or Sustainment Division approved data, no later than (NLT) 5 duty days prior to when the CRB is scheduled to meet.

2.9.4.5.10. **(Added-AMC)** Out-of-cycle AF Forms 1067 will only be accomplished under urgent, emergency or safety conditions, when time does not permit waiting for the next CRB to meet. An out-of-cycle CRB will be convened if justification exists and approved by the Deputy A4. The initiator (AO) should contact AMC/A4QF with a written request to schedule and convene an out-of cycle CRB. All efforts will be made to conduct an out-of-cycle CRB in lieu of the walk-thru process for the added benefit of a group discussion regarding configuration changes.

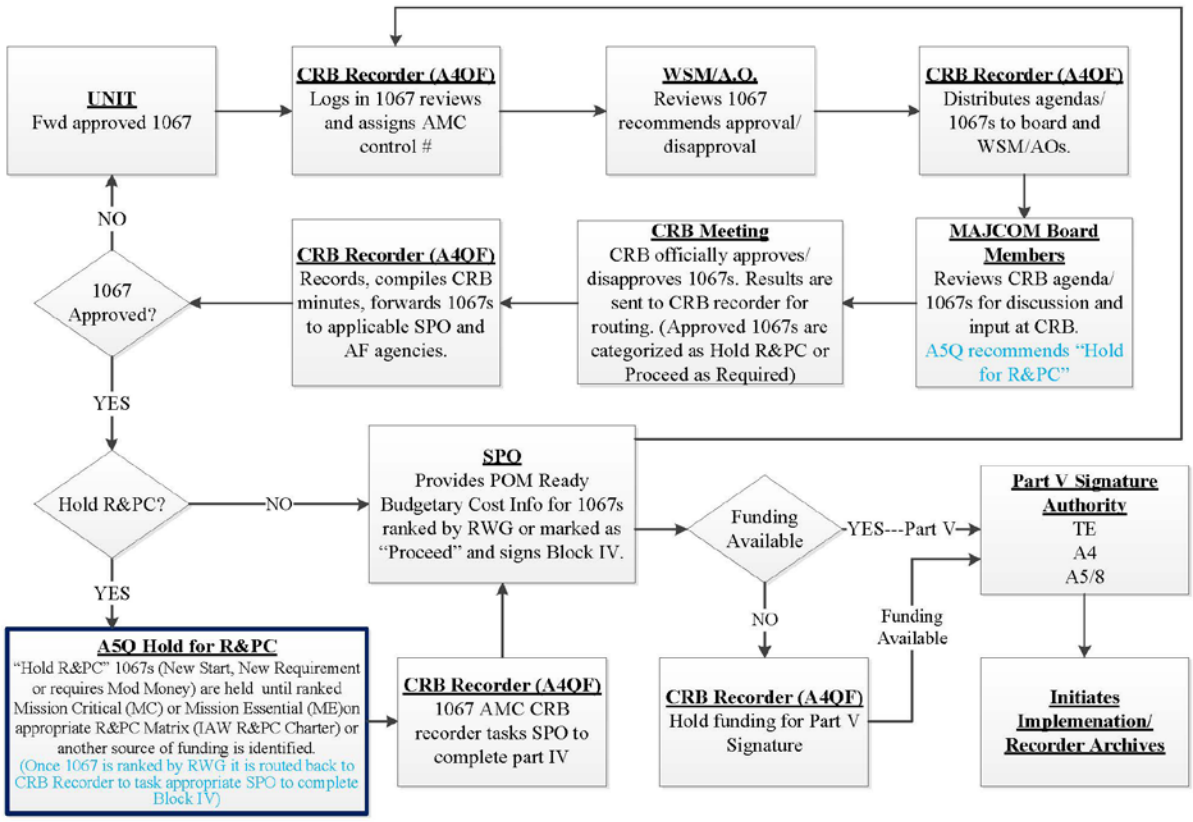
2.9.4.5.11. **(Added-AMC)** In the event an out-of cycle CRB cannot be convened due to operational needs and time constraints, a walk-thru package can be completed with the expressed

permission of the Deputy A4. Proper justification must be made to complete a walk-thru package and must be coordinated through AMC/A4QF. Failure to obtain permission prior to walk-thru package execution will result in non-consideration and/or endorsement from the Deputy A4. Upon approval to initiate the walk-thru from the Deputy A4, the initiator must contact AMC/A4QF to obtain the walk-thru package and instructions.

2.9.7.3. **(Added-AMC)**. The validated "AF Form 1067 coversheets" will be either "Proceed as Required" or "Hold for R&PC Guidance to Proceed". After validation, (Part III) HQ AMC/A4QF forwards the "Proceed as Required" validated AF Form 1067s, to the applicable PM for evaluation (Part IV) IAW the AMC 1067 cover sheet. Hold for R&PC 1067s are held at the command until action is directed by R&PC.

2.9.7.4. **(Added-AMC)** If AF Form 1067 (Hold for R&PC) is ranked MC or ME by the CORT/SORT then the RWG will request AMC/A4QF task Part IV completion from the applicable program office. Normally six months is allowed for the program office to complete Part IV and return to AMC/A4QF for Command Certification. The program office is requested to provide Program Objective Memorandum (POM) ready budgetary cost estimates in the Part IV response. See **Figure 2.1 (Added)** for the CRB process from initial AF Form 1067 submittal to final approval.

Figure 2.1 (Added-AMC) CRB Process Flow Diagram.



4.5.1.1. **(Added-AMC)** After Part IV of the AF Form 1067 is completed by the program office (any type) a funding available decision is required by AMC. If the AF Form 1067 is not funded, it will be held until funding is available. Once funding is deemed available, the AF Form 1067 and supporting documentation will be returned to AMC/A4QF for final review and resubmission to the CRB for final command certification. Sustainment modifications, (Permanent) are signed by AMC/DA4, capability modifications (Permanent) are signed by AMC/A5/8 or AMC/A5Q. See **Figure 2.1 (Added)** for the CRB process from initial AF Form 1067 submittal to final approval.

4.5.1.2. **(Added-AMC)** All T-2 modifications requiring Command Certification, with Part IV approval from PM, will be forwarded to AMC/TE for Part V Certification. Once signed, AMC/A4QF will ensure the AF Form 1067 is updated and returned to the appropriate PM and AO.

4.5.1.3. **(Added-AMC)** The CRB reviews and certifies the modification package as received from the PM. If the CRB certifies a modification package, it is returned to the applicable Lead Command AO. AMC/A4QF forwards a copy of the certified proposal to the submitting unit, the PM, and AMC/A5Q for funding prioritization and program oversight. **Note:** For aircraft modifications, a requirement on an R&PC list or Command Certified AF Form 1067 are not acquisition authorization to obligate funds. The acquisition authorization is completed through the Lead Command POM process.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 63-131

19 MARCH 2013

AIR MOBILITY COMMAND Supplement

4 DECEMBER 2013

Certified Current 24 July 2015
Acquisition

MODIFICATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(AMC)

OPR: AMC/A4MMP — Certified by: AMC/A4M (Colonel James C. Howe)

Supersedes: AFI63-131_AMCSUP, 19 November 2010 — Pages:5

This publication implements Air Force Policy Directive (AFPD) 63-1//20-1, Acquisition and Sustainment Life Cycle Management, and expands guidance on modification management contained in AFI 63-101/20-101, *Integrated Life Cycle Management*. This Instruction must also be used in conjunction with AFI 10-601, Operational Capability Requirements Development, AFI 21-101, Aircraft and Equipment Maintenance Management, AFI 62-601, USAF Airworthiness, AFI 63-104, The SEEK EAGLE Program, AFI 65-601V1, Budget Guidance and Procedures, and AFI 99-103, Capabilities Based Test and Evaluation. This instruction implements Integrated Life Cycle Management policies and procedures for AF personnel involved in modifications to in-service AF materiel, including space and non-space weapon systems, subsystems, and items.

If there is any conflicting guidance between this Instruction and statutory law, federal, DoD or Joint Staff directives, such as the DoD 5000-series or CJCSI 3170.01, *Joint Capabilities Integration and Development System* (JCIDS), the latter shall take precedence. To ensure standardization, any organization supplementing this instruction must send the implementing publication to SAF/AQX for review and coordination before publishing.

This publication applies to all military and civilian AF personnel including major commands (MAJCOMS), direct reporting units (DRU) and field operating agencies (FOA), Air Force Reserve Command (AFRC), Air National Guard (ANG), and other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force (DAF). **For nuclear systems or related components ensure the appropriate nuclear regulations are also applied.**

Refer all questions or comments regarding this publication to SAF/AQXA at **SAFAQXA.workflow@pentagon.af.mil.** Provide formal publication change requests to SAF/AQXA using the AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of the 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 at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

(AMC) AFI 63-131 is supplemented as follows. This supplement implements and extends the guidance of AFI63-131, *Modification Management*. This supplement is to provide further guidance to the Air Mobility Command (AMC) Configuration Review Board (CRB) process. This supplement applies to Air Mobility Command (AMC), Mobility Air Force (MAF) and all Using Commands. 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 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 Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Send change proposals to HQ AMC/A4MMP, Maintenance Policy and Procedures, **ORG.AMCA4-35@us.af.mil.**

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes clarify: modification requirements that are investment funded acquisition category managed programs; maintenance actions not governed by this instruction; lead command role in planning, programming, budgeting, and execution (PPBE) related documentation; application of AF Form 1067; low cost modifications; requirements documentation for temporary modifications; and management over modification schedule changes which significantly impact the inventory position of assets stored in supply and maintenance. This AFI updates: roles and responsibilities with regard to space systems; installation and removal of temporary modifications; references to rescinded/replaced publications; software modification definitions; modifications impacting SEEK EAGLE certification; adds unaltered interchangeable items as an exclusion from the policy requirements of AFI 63-131; and installation and removal of modifications affecting aircraft configurations and airworthiness. References to AF Form 3525 and the Sustainment Program Master List (SPML) have been removed.

(AMC) This document is substantially revised and must be completely reviewed. Changes include: Out-of-cycle CRB procedures, clarifies functional area responsibilities and updates office symbols.

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Chapter 1

MODIFICATION MANAGEMENT FRAMEWORK

1.1. Purpose. The purpose of this instruction is to implement Secretary of the Air Force (SECAF) direction contained in AFPD 63-1/20-1, *Integrated Life Cycle Management*. This instruction requires that all modifications are coordinated through a formal configuration review/control process and managed as acquisition programs using processes, techniques, and governance directed in AFI 63-101/20-101. Refer to Military Handbook MIL-HDBK-61A (SE), Configuration Management Guidance for additional insight.

1.1.1. This instruction identifies the roles and responsibilities of stakeholders involved in modification management, the process to develop and staff a proposed modification for approval and funding, and the process to complete a modification through installation and/or removal as applicable.

1.1.2. Modification requirements are documented, reviewed, and approved using either AF Form 1067 or appropriate JCIDS documentation as described in AFI 10-601.

1.2. Applicability. This instruction applies to weapon systems cited in AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, AFI 10-901, *Lead Operating Command--Communications and Information Systems*, other designated systems, subsystems, and items requiring configuration control as described in MIL-HDBK-61A (SE) .

1.2.1. This instruction applies to:

1.2.1.1. Form, fit, function, or interface (F3I) alterations of an in-service hardware or software configuration item. The Configuration Item may be part of a weapon system, telecommunications system, business system and/or information system. Specifically, permanent and temporary alterations that:

1.2.1.1.1. Satisfy a new end use function/capability.

1.2.1.1.2. Extend the life of an existing capability.

1.2.1.1.3. Alter embedded information processing equipment and software as part of a weapon system end item.

1.2.2. This instruction does not apply to:

1.2.2.1. Replacement Interchangeable Items which do not involve the alteration of an existing asset. Per MIL-HDBK-61A, Military Handbook, Configuration Management Guidance, an interchangeable product possesses such functional and physical attributes as to be equivalent in performance to another product of similar or identical purposes; and is capable of being exchanged with the other product without alteration of the products themselves or of adjoining products. Apply AFI 63-101/20-101 along with Command and local procedures governing program management, technical authorities and configuration control requirements associated with installation of interchangeable assets on sub-systems or systems.

1.2.2.2. Operations and maintenance funded actions that keep a previously established level of performance through routine, recurring work correction of product quality

deficiencies or to retain/restore the functional baseline or performance specification and do not extend service life of the equipment or alter F3I.

1.2.2.2.1. Maintenance actions such as the materiel repair, overhaul, or rebuilding of parts, assemblies, or subassemblies, and the testing and reclamation of equipment to correct a deficient condition in the originally designed functionality. This includes depot-level maintenance as defined in Title 10 USC 2460.

1.2.2.3. Modifications of commercially available office information systems and associated software such as network servers and standard desktop computers, or to data processing equipment that is used for routine administrative and business support functions—except when part of a weapon system or cyber system configuration baseline.

1.2.2.4. Individual engineering changes completed as part of an existing acquisition category (ACAT) program involving developmental items or production articles that have not been formally accepted by the government via a Department of Defense Form 250 (DD 250), *Materiel Inspection and Receiving Report*.

1.2.2.5. Assets that are no longer part of an active inventory, such as aircraft in long-term storage that are not part of a reutilization effort.

1.2.2.6. Modifications of facilities or other base-level infrastructure, telecommunications equipment, or property.

1.3. Waivers. Where the course of action, as approved and documented through the programmatic chain of command, conflicts with statuary or regulatory requirements, the Program Manager (PM) shall submit a request for a waiver to the certifying authority for the publication as described in AFPD 63-1/20-1 and implementing Air Force Instructions.

Chapter 2

MODIFICATION MANAGEMENT ROLES AND RESPONSIBILITIES

2.1. General Guidance. The roles and responsibilities identified in subsequent paragraphs clarify or provide additional guidance regarding the procedures, roles, and responsibilities described in Chapter 3 and Chapter 4 of this instruction. Additionally, in many cases the roles and responsibilities prescribed below augment or complement program management roles and responsibilities prescribed in AFPD 63-1/20-1, AFI 63-101/20-101 and other AF acquisition and sustainment policy issuances.

2.2. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) will:

2.2.1. Determine if modifications will be designated as formal acquisition programs using ACAT criteria specified in DODI 5000.02, Operation of the Defense Acquisition System and AFI 10-601.

2.2.2. Ensure modification programs are properly defined and justified in budget documentation prepared in support of the DoD PPBE process.

2.2.3. Issue Program Authorization (PA) documents for funded modification programs.

2.3. Assistant Secretary of the Air Force for Installations, Environment and Logistics (SAF/IE) will: Collaborate on development of the integrated life cycle product support and depot maintenance strategy.

2.4. Chief of Information Dominance and Chief Information Officer (SAF/CIO A6) will:

2.4.1. Provide expertise, feedback, and advice with regards to execution of modification requirements on national security systems (NSS), defense business systems, and commercial off the shelf (COTS) information technology systems.

2.5. Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance (AF/A2) will: Provide expertise, feedback, and advice with regards to execution of modification requirements on those ISR, or National Security Systems (NSS) which are under the authority and purview of AF/A2.

2.6. Deputy Chief of Staff for Operations, Plans, and Requirements (AF/A3/5) will: Process, coordinate, and approve/disapprove proposed modification requirements as prescribed by AFI 10-601.

2.7. Deputy Chief of Staff for Logistics, Installations, and Mission Support (AF/A4/7) will: Provide expertise, feedback, and advice on modification program product support element strategies, planning, direction, and guidance.

2.8. Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10) will: Provide expertise, feedback, and advice with regards to modification proposals affecting the nuclear capability of AF procured delivery systems and other supporting infrastructure.

2.9. Commanders of Major Commands and Organizations designated as a "Lead Command" or "Lead Organization" in AFPD 10-9 or AFI 10-901 will:

2.9.1. Establish standardized procedures for subordinate units to develop and validate modification proposals.

2.9.2. Designate headquarters elements and subordinate unit offices of primary responsibility (OPR) to receive, process, approve/disapprove, and monitor modifications.

2.9.2. **(AMC)** AMC/A4M is OPR for management of all aircraft platform configuration management processes for the MAF fleet. AMC/A5Q is OPR for management of all platform requirements established by applicable MAF agencies. Other MAF staff agencies within A3, A4, A5, A6, A8, FM, SE, TE, will provide specialized expertise and will be the OPR for selected specialized processes. MAF OPRs will collaborate with program managers as necessary to fully develop the modification proposal.

2.9.2.1. Direct OPRs to provide subject matter expertise in assisting individuals and units with the development and processing of modification proposals.

2.9.3. Serve as review/approval authority for modifications IAW AFI 10-601.

2.9.4. Establish a standardized process for reviewing, validating, certifying, prioritizing, and implementing modification proposals from initiation through installation/removal. At a minimum, this process will:

2.9.4.1. Ensure accurate configuration management of assigned assets.

2.9.4.2. Identify organizational responsibilities and levels of authority for validating and approving modification requirements.

2.9.4.3. Provide a means to review and act upon temporary modifications as they approach their designated expiration date.

2.9.4.4. Provide guidance and procedures for removing temporary modifications and returning a host weapon system or component to its original or most current permanent configuration.

2.9.4.5. **(Added-AMC)** AMC/A4 will establish and conduct the Configuration Review Board (CRB). **Note:** AFMC may conduct a Configuration Control Board to approve T-2 modifications on AMC lead command assets possessed by AFMC. AFMC will return the aircraft/equipment in the original configuration prior to possession changing back to AMC. in this case, an AMC CRB is not required. See AFMCI 21-126, *Temporary 2 (T-2) Modification of Aerospace Vehicles."*

2.9.4.5.1. **(Added-AMC)** the CRB is chaired by HQ AMC/DA4. Additionally, the CRB members will include AMC representatives from A3, A4, A5, A6, A8, FM, SE, AND TE.

2.9.4.5.2. **(Added-AMC)** The CRB will meet monthly to evaluate submissions of AF Form 1067s, Modification Proposal.

2.9.4.5.3. **(Added-AMC)** AMC/A4MMP is the primary POC For receiving all AF Forms 1067 into the command. AMC/A4MMP will:

2.9.4.5.3.1. **(Added-AMC)** Assign MAJCOM control number and log each AF Form 1067 into a centrally managed database.

2.9.4.5.3.2. **(Added-AMC)** include AF Form 1067 coversheet which identifies AMC control number, PM action (Hold for Requirement and Planning Council (R&PC) or Proceed as Required) and provides funding instructions to the action

officer (AO).

2.9.4.5.3.3. **(Added-AMC)** Ensure each AF Form 1067 does not cover more than one Mission Design Series (MDS), (i.e. new radar system for C-17, C-5 and C-130). A separate AF Form 1067 is required for each weapon system the modification applies.

2.9.4.5.3.4. **(Added-AMC)** Forward initial AF Form 1067 to the appropriate AMC AO(s) for review, comment and recommendation as necessary. **NOTE:** AMC Test & Evaluation (T&E) is the POC for all AF Forms 1067 involving T-2 modifications.

2.9.4.5.3.5. **(Added-AMC)** Forward initial T-2 AF Form 1067 TO T&E for review and signature.

2.9.4.5.3.6. **(Added-AMC)** Ensure all AF Forms 1067 for T-2 modifications have been signed, Section 12, by T&E designated representative, have test plans (if applicable) and PM approved supporting documentation prior to meeting the CRB.

2.9.4.5.4. **(Added-AMC)** When the AF Form 1067 is ready for CRB review, the HQ AMC AO(s) representing the AF Form 1067 will return it to AMC/A4MMP for inclusion in the next scheduled CRB agenda. All CRB members will be provided a copy of the agenda items via e-mail, (with website address to access 1067s) and the respective Systems or Sustainment Division approved data, no later than (NLT) 5 duty days prior to when the CRB is scheduled to meet.

2.9.4.5.5. **(Added-AMC)** The HQ AMC AO(s) representing an AF Form 1067 proposal shall attend the CRB to brief the CRB members.

2.9.4.5.6. **(Added-AMC)** Criteria for approval of each AF Form 1067 is based on an overall business case including operational, technical and economic factors such as: An established requirement, operational performance or effectiveness benefit, safety, crew workload, practicality, estimated life-cycle cost, return on investment, and estimated impact on total ownership cost over the expected service life of the weapon system.

2.9.4.5.7. **(Added-AMC)** All AF Form 1067 modifications that change the weapon system configuration baseline must be fully reviewed for applicability to associated aircrew and maintenance system training devices.

2.9.4.5.8. **(Added-AMC)** Upon completion of the monthly CRB, the AF Forms 1067 will be updated and posted on the HQ AMC/A4M CRB home page **https://private.amc.af.mil/a4/crb/index.html**.

2.9.4.5.9. **(Added-AMC)** An AF Form 1067 submitted after the established cutoff date will be held until the next CRB.

2.9.4.5.10. **(Added-AMC)** Out-of-cycle AF Forms 1067 will only be accomplished under urgent, emergency or safety conditions, when time does not permit waiting for the next CRB to meet. An out-of-cycle CRB will be convened if justification exists and approved by the Deputy A4. The initiator (AO) should contact AMC/A4MMP with a written request to schedule and convene an out-of cycle CRB. All efforts will

be made to conduct an out-of-cycle CRB in lieu of the walk-thru process for the added benefit of a group discussion regarding configuration changes.

2.9.4.5.11. **(Added-AMC)** In the event an out-of cycle CRB cannot be convened due to operational needs and time constraints, a walk-thru package can be completed with the expressed permission of the Deputy A4. Proper justification must be made to complete a walk-thru package and must be coordinated through AMC/A4MMP. Failure to obtain permission prior to walk-thru package execution will result in non-consideration and/or endorsement from the Deputy A4. Upon approval to initiate the walk-thru from the Deputy A4, the initiator must contact AMC/A4MMP to obtain the walk-thru package and instructions.

2.9.5. Coordinate modification proposals and implementation plans with the using commands and other organizations impacted by the modification, such as training and sustainment organizations.

2.9.6. Provide force structure-related information as necessary to verify proposed modification plans comply with statutory provisions regarding the modification of assets designated for retirement.

2.9.7. Forward validated modification proposals to appropriate PMs for initial technical/systems engineering evaluation, program planning, and cost estimation. As requested by the PM, provide appropriate funding to support these activities.

2.9.7.1. MAJCOMs may delegate modification engineering authority and configuration control board authority to the test center and Air Force laboratories for temporary modifications required to complete test and evaluation.

2.9.7.2. **(Added-AMC)** If the modification request is validated by the CRB, the AF Form 1067 cover sheet (see https://private.amc.af.mil/a4/crb/index.html) is marked with either; "Proceed as Required" or if the requirement must be evaluated against other requirements for the MDS, " Hold for R&PC Guidance to Proceed". Validated AF Form 1067 marked as "Hold for R&PC Guidance to Proceed" must then compete with other requirements in AMC's R&PC process to secure funding for implementation. To ensure a validated AF Form 1067 competes during the next Crew Operations Review Team (CORT)/Supportability and Operations Review Team (SORT), it is the using command POCs or lead command AO(s) (Section 13, AF Form 1067) responsibility to enter the requirement into the applicable CORT/SORT database.

2.9.7.3. **(Added-AMC)** The validated "AF Form 1067 coversheets" will be either "Proceed as Required" or "Hold for R&PC Guidance to Proceed". After validation, (Part III) HQ AMC/A4MMP forwards the "Proceed as Required" validated AF Form 1067's, to the applicable C-5, C-130, C-130J, C-17, KC-10 or KC-135 PM for evaluation (Part IV) IAW AMC 1067 cover sheet. For VC-25A, C-32A, C-40B, C-37A/B, and C-20B/H aircraft, HQ AMC/A4MMP will send validated AF Forms 1067 to the applicable Requirements Manager(s) in AMC/A5Q. Hold for R&PC 1067s are held at the command until action is directed by R&PC. All others will be forwarded by AO or designated AMC PM OPR. The validated "AF Form 1067 coversheets" will be either "Proceed as Required" or "Hold for R&PC Guidance to Proceed". After validation, (Part III) HQ AMC/A4MMP forwards the "Proceed as Required" validated AF Form 1067's, to the

applicable C-5, C-130, C-130J, C-17, KC-10 or KC-135 PM for evaluation (Part IV) IAW AMC 1067 cover sheet. For VC-25A, C-32A, C-40B, C-37A/B, and C-20B/H aircraft, HQ AMC/A4MMP will send validated AF Forms 1067 to the applicable Requirements Manager(s) in AMC/A5Q. Hold for R&PC 1067s are held at the command until action is directed by R&PC. All others will be forwarded by AO or designated AMC PM OPR.

2.9.8. Ensure modification programs that fall under lead command funding authority are defined, funded, and included in PPBE related documentation that describe and justify modification requirements.

2.9.8.1. Forward copies of all validated modification proposals to appropriate SAF/AQ Capability Directorate.

2.9.8.2. In coordination with the PM, the applicable SAF/AQ Capability Director/Program Element Monitor (PEM), and other HAF organizations (e.g., AF/A8P) develop program plans and budget requirements for current and future year materiel modification requirements.

2.9.8.3. Account for all modification requirements, budgets, and execution. Budget documentation (P-40) must clearly identify modification requirements budgeted on behalf of the National Guard and Reserve Components per Section 1815 of the FY 2008 National Defense Authorization Act (P.L. 110-181).

2.9.9. In coordination with the PM and other affected organizations, develop logistics support requirements, fielding strategies, and implementation plans that maximize the operational availability of assigned assets and ensure the modification will be supportable in its intended operating environment.

2.9.10. Ensure Time Compliance Technical Order (TCTO) kits are managed as prescribed by AFMAN 23-110 , AFI 21-101 and AFI 21-200.

2.9.11. Coordinate and provide organizational support for the installation of modification TCTO kits/components, test & evaluation (T&E) requirements and activities, and the verification of sustainment support elements associated with modifications, such as technical order (TO) verification. The test center and labs may use locally produced technical data and modification technical data packages to maintain and trouble shoot temporary systems in a fast and cost effective manner.

2.10. Commanders of Major Commands and Organizations designated as a "Using Command" in AFPD 10-9 or AFI 10-901 will:

2.10.1. Establish standardized procedures for subordinate units to develop and validate modification proposals.

2.10.2. Designate headquarters elements and subordinate unit offices of primary responsibility (OPRs) to receive, process, approve/disapprove, and monitor the implementation of proposed modifications. Delegate modification engineering authority and configuration control board authority to the test center and labs for temporary modifications of using command possessed assets for testing purpose only.

2.10.3. Establish a standardized process for reviewing and validating modification proposals.

2.10.4. Forward validated modification proposals to the applicable lead command or organization for action.

2.10.5. When requested by a lead command or PM, coordinate modification proposals, implementation, and training plans with designated organizations impacted by the modification.

2.10.6. When requested, assist the lead command with the development of modification program plans and budget requirements for current and future year requirements. As directed, submit PPBE-related materials that describe and justify modification requirements.

2.10.7. Ensure funding for temporary modifications is available for impacted assets.

2.10.8. When requested by the lead command or the PM, assist with the development of logistics support requirements, fielding strategies, disposal/demilitarization plans, and implementation plans that maximize the operational availability of assigned assets and ensure the modification will be supportable in its intended operating environment.

2.10.9. When requested by the lead command or the PM, coordinate and provide organizational support for the installation of modification kits/components, T&E requirements, initial training, and the validation/verification of sustainment support elements associated with modifications.

2.10.10. Prescribe standardized processes and methodologies for initiating, approving, and installing temporary modifications on dedicated test aircraft and/or other designated test assets.

2.11. Commander, Air Force Materiel Command, Air Force Space Command, and Air Force Special Operations Command in addition to lead or using command responsibilities, will:

2.11.1. As requested, assist MAJCOMs and other organizations with the development of modification requirements and identification of potential materiel solutions.

2.11.2. Ensure modification programs that fall under AFMC, AFSPC, and AFSOC funding authority are properly defined, funded, and justified in budget materials prepared in support of the DoD PPBE process.

2.11.3. Coordinate and/or issue applicable program and budget authorization documents for funded modification programs.

2.11.4. Review and validate Depot Source of Repair (DSOR) determination processing updates required as a result of the modification and coordinate with PM to implement the DSOR determination decision.

2.11.5. Collaborate with AF/A5R and SAF/AQ to determine modification review/approval authority when a lead command is not assigned or known. Process the requirements document for review and approval as specified in AFI 10-601.

2.12. Program Executive Officers (PEO) will:

2.12.1. Be responsible for management of modifications within their assigned portfolios and ensure collaboration across the integrated life cycle management (ILCM) framework. The

PEO is responsible for portfolio/program objectives for development, production, life cycle cost, and sustainment to meet warfighters' operational needs.

2.12.2. Ensure PMs are managing the modification program within approved budget justification documentation, costs and schedules to meet all performance requirements, baselines, program direction, and the modification strategy. Refer to the DoD Financial Management Regulation (FMR) 7000.14-R, Volume 2B, Chapter 4 and Chapter 5 for additional information on budget justification documents.

2.13. Program Managers will:

2.13.1. Be accountable for designated modification programs on all matters of program cost (described in approved budget justification documents), schedule, and performance as defined in DoD 5000 series, DoD FMR 7000.14-R, AFI 99-103, AFI 65-601V1, AFI 63-104, and AFI 63-101/20-101.

2.13.1.1. Estimate modification cost and operation and support cost for sustaining each modification.

2.13.1.2. Ensure the full cost and useful life for modifications are recorded in the Reliability and Maintainability Information System (REMIS). Refer to AFI 21-103, *Equipment, Inventory, Status and Utilization Reporting* for additional guidance.

2.13.2. Ensure accurate configuration management control of all assets affected by a modification. Track and coordinate MAJCOM modification proposals from initial receipt through modification program completion or termination to include monitoring the installation and removal of temporary modifications.

2.13.3. As necessary, establish integrated product teams or other organizational arrangements to price, evaluate, manage, and implement modification proposals.

2.13.4. Conduct engineering investigations and analyses. Accomplish all required system safety and risk assessments IAW AFI 63-101/20-101 and AFI 91-202, *The US Air Force Mishap Prevention Program* and MIL-STD-882D, *DoD Standard Practice for System Safety*.

2.13.5. Conduct a threat and intelligence supportability analysis per AFI 63-101/20-101 and AFI 14-111 to understand, identify, and coordinate the intelligence products, services, and data necessary to develop and field the modification.

2.13.6. Coordinate weapon system/component sustainment requirements with affected MAJCOMs, FOAs, and DoD/AF logistics support organizations to ensure modifications are affordable and sustainable in their designated operating environment throughout their life cycle.

2.13.7. As required, coordinate system/program protection requirements with MAJCOMs, FOAs, and other DoD/AF organizations consistent with AFI 63-101/20-101, AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, and other prescribing directives to ensure sensitive technologies and critical program information are protected against deliberate or unintended compromise or disclosure.

2.13.8. Develop and implement a modification program technical data rights strategy including a description of the system data rights analysis and action plan to satisfy AF needs for all technical data including drawings and technical orders. This includes a strategy to

acquire data and data rights in anticipation of sustainment strategy including future organic depot repair capability if applicable per Title 10 United States Code Section 2320. Update applicable ACAT program documentation to capture the data management strategy.

2.13.9. Review and validate Depot Source of Repair (DSOR) determination processing updates required as a result of the modification. If a DSOR change is required, initiate processing with HQ AFMC as described in AFI 63-101/20-101 and implement the DSOR determination.

2.13.10. Coordinate roles and responsibilities for implementation of the modification with other affected PMs and organizations. As necessary, document these roles and responsibilities in a memorandum of agreement.

2.13.11. Coordinate materiel modification requirements and schedules with all affected organizations having cognizance over the materiel to be modified. Inform effected organizations when changes to scheduled modifications impact TCTO kits or inventory position of assets stored in local supply inventories.

2.13.12. In coordination with the lead command, develop and provide strategies, plans, and documents for modifications being managed as acquisition category programs. Prepare or update and maintain program baselines and all applicable statutory/regulatory documents identified in DODI 5000.02 and AFI 63-101/20-101 to reflect changes resulting from the modification. These include, but are not limited to, the Acquisition Strategy (AS), Life Cycle Sustainment Plan (LCSP), Systems Engineering Plan (SEP), Test and Evaluation Master Plan (TEMP), PESHE, and Information Support Plan.

2.13.13. Maintain modification program installation and removal documents for configuration management traceability.

2.13.14. Report the status of modification programs IAW Milestone Decision Authority (MDA) direction and AFI 63-101/20-101.

2.13.15. Request AF/JA conduct a legal review of each weapon system modification IAW AFI 51-402. Ensure AF/JA is provided sufficient information to complete the legal review.

Chapter 3

MODIFICATION TYPES

3.1. Modification Types. There are two types of modifications, temporary and permanent. Refer to AFI 10-601 and *The Modification Proposal Process* section of this instruction for guidance on the use of AF Form 1067, *Modification Proposal* for defining, validating, and approval of modification requirements.

3.1.1. Modifications to hardware and software satisfy an operational mission requirement by removing or adding a capability or function or enhancing technical performance or operational suitability. These modifications retain existing capability, extend service life, correct product quality deficiencies, or retain/restore the functional baseline or performance specification. Modifications may improve the operational availability of the item, transform or modernize defense business systems, or reduce ownership costs.

3.1.2. Modifications to software can add new capability, change the functional baseline, increase complexity, or respond to new user requirements. These modifications are generally accomplished in tandem with and as a component of associated hardware modifications/funding. Software modifications accomplished as a standalone effort to satisfy a new operational capability need are managed as an acquisition category program under the acquisition chain of authority.

3.1.3. Program Managers shall coordinate any anticipated modifications, which may involve work to be performed under contract with the cognizant contracting officer to assure that the modification, either temporary or permanent, is within the scope of the existing contract contemplated to perform the work.

3.2. 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. Temporary modification proposals are validated, reviewed, approved as described in AFI 10-601, AFI 63-101/20-101 and this instruction. Refer to AFI 65-601V1 for AF policy on funding. There are two kinds of temporary modifications: Temporary-1 (T-1) and Temporary-2 (T-2).

3.2.1. T-1 modifications change the configuration of an item in order to satisfy short-term operational mission requirements by adding, modifying, or removing hardware and/or software components or capabilities in a manner that provides an immediate operational benefit. T-1 modifications typically involve the use of existing off-the-shelf or non-developmental items, including stock-listed equipment and materiel. The T-1 Modification proposal shall specify the number of units to be modified, duration of installed T-1 Modification, and plans for removing the modification converting it to a permanent modification.

3.2.1.1. T-1 modifications shall not be used to circumvent the requirements associated with permanent modifications, as prescribed in this instruction, or the lack of appropriate modification funding.

3.2.1.2. T-1 modifications are normally accomplished and supported locally by a MAJCOM or base-level operational unit. Depending on complexity, accomplishment

and support may be provided with partial or full depot support. In such cases, the lead/using command is responsible for funding the depot requirements.

3.2.1.3. The PM shall ensure all T-1 modifications address operational safety, suitability, and effectiveness (OSS&E). In performing this task and fulfilling his responsibility, the PM shall coordinate and enlist the support of the engineering authority in addressing OSS&E. Such coordination shall be documented and all comments and recommendations of Engineering shall be maintained by the Program Manager and Engineering.

3.2.1.4. T-1 modification proposals shall be approved by the PM, designated lead command certification/approval authority, and/or AF/A5R as specified in AFI 10-601. Requests must include clear and compelling evidence that shows why the temporary modification is needed to support mission requirements. The request shall be coordinated through the AFPD 10-9 designated lead command (as applicable), to the PM within AFMC, AFSPC or AF/A5R as applicable.

3.2.1.5. T-1 modifications with duration of greater than 1 year shall be supported by clear and compelling justification/rationale to exceed 1 year. All existing T-1s submitted under the 5-asset/1 year rule of the July 2001 version of AFI 63-1101(superseded) shall submit a new modification proposal (AF Form 1067) in lieu of a waiver.

3.2.1.6. T-1 modifications are not authorized permanent logistics support such as peculiar support equipment and sustaining engineering support. However, minimum essential logistics support, including verified technical data or interim contractor support, essential for the temporary operation and sustainment of the modification in its designated mission environment will be provided, consistent with weapon system support concepts and/or product support strategies. The lead command shall determine these minimum essential logistics support requirements in coordination with the PM. Government personnel (military and civilian) shall use verified technical data in installing or maintaining a temporary modification. Contractors maintaining a government asset are also required to use verified technical data in installing or maintaining a temporary modification. Verified technical data may be in the contractor's format and not necessarily a verified Air Force Technical Order.

3.2.1.7. T-1 modifications may be used to satisfy an urgent operational need (UON) that has been validated IAW AFI 10-601, and joint urgent operational needs (JUON) that have been validated IAW CJCSI 3470.01, *Rapid Validation and Resourcing of Joint Urgent Operational Needs (JUONS) in the Year of Execution*. The CJCS Directives Library can be accessed at **http://www.dtic.mil/cjcs_directives/index.htm**.

3.2.1.8. All T-1 modifications will be removed from the host system or component at the end of the modification period specified on the approved AF Form 1067. If a new AF Form 1067 or other equivalent requirements documentation as described in AFI 10-601 is approved to replace the T-1 with a permanent modification in lieu of removal, use acquisition policy, procedures, processes, and funding guidance described in AFI 63-101/20-101 for converting to a permanent modification. The lead command will provide the PM with the new approved AF Form 1067 to use in updating the Life Cycle Sustainment Plan (LCSP) to ensure permanent life cycle management issues such as supportability are addressed.

3.2.1.9. Organizations requesting to extend the installation of a T-1 modification beyond the currently approved quantity or time period shall prepare and submit a new modification proposal.

3.2.1.10. T-1 modifications will be removed prior to host weapon system/component input for programmed depot maintenance (PDM) unless otherwise coordinated between the lead command/using organization and the depot maintenance activity. In the rare situation where a T-1 modification is not removed prior to PDM, the lead command/using organization shall coordinate with the performing depot maintenance organization to ensure the T-1 modification does not interfere with scheduled maintenance activities and that maintenance activities do not alter the installed T-1 modification.

3.2.1.11. T-1 modification includes the inherent authority to install developmental components of the modification, conduct testing for the purposes of engineering investigations, and evaluate the modification as necessary to ensure the configuration satisfies the T-1 requirement and preserve OSS&E.

3.2.1.12. T-1 modified assets must be capable of being returned to their original or currently approved permanent configuration within a time period specified by the lead command (typically 48 hours) and documented in AF Form 1067.

3.2.1.13. T-1 modification proposals will describe any demilitarization and disposition of components when removed.

3.2.2. T-2 modifications are used to evaluate, demonstrate, or exercise the technical performance, operational effectiveness, and/or the operational suitability of developmental and/or test materiel (hardware, firmware and software) capabilities. T-2 modifications are also used to install and operate T&E-specific support equipment, instrumentation and data recording equipment, telemetry systems, etc., on T&E assets. T-2 modifications may be used in support of all forms of T&E activity, including developmental test and evaluation, operational test and evaluation, and MAJCOM-conducted force development evaluation activities. Information on testing and evaluating systems can be found in AFI 99-103.

3.2.2.1. The PM, the lead command, and designated test agencies will collaboratively determine the number of assets requiring T-2 modification based on the scope, complexity, and length of T&E activities. They will collaboratively determine the organizational roles, responsibilities, and procedures for the configuration management, installation, operation, sustainment, and funding requirements for each T-2 modifications. The test center and labs with MAJCOM/lead command delegated modification engineering authority and configuration control board authority use approval processes defined by command instructions.

3.2.2.2. PMs, lead commands, and test organizations may create a single T-2 modification proposal that cover a specified period of time or series of integrated test activities for the purpose of conducting incremental hardware and software Test & Evaluation (T&E) , or to identify a range of test support equipment that may be installed in support of T&E activities. In this case, the T-2 modification proposal enables PMs, lead commands, and test organizations to install and remove developmental and/or test materiel (hardware, firmware, and software), or specific pieces of test support equipment on designated test assets without the need for repeated configuration management

reviews and approvals. However, in such cases, PMs, lead commands, and test agencies shall collaborate as necessary to maintain accurate and up-to-date configuration control of affected test assets, and to coordinate specific materiel installation requirements and activities.

3.2.2.3. T&E organizations and lead commands shall assist the PM as necessary to ensure OSS&E of T-2 modified assets, and to ensure T-2 modified assets are provided sufficient sustainment support as needed to complete directed T&E activities.

3.2.2.4. T-2 modifications will be maintained on the test asset(s) for as long as necessary to complete T&E activities specified in approved test plans, and then be removed, returning the asset to its original or current approved permanent configuration. Instrumentation data collection and other support equipment used for both current and future test data collection requirements are not normally removed after each test. Such T-2 modifications will be removed when no longer required. The T-2 modification approval authority shall authorize retention or removal of instrumentation data collection and other support equipment on test assets during T-2 modification proposal review, validation, and approval processes.

3.2.2.5. T-2 modifications will normally be removed prior to host weapon system/component input for programmed depot maintenance (PDM) unless otherwise coordinated between the lead command/using organization and the depot maintenance activity. In the rare situation where a T-2 modifications are not removed prior to PDM, the lead command/using organization shall coordinate with the programmed depot maintenance activity in updating the work package to describe the T-2 modification and ensure it does not interfere with the programmed maintenance actions and that maintenance actions do not alter the installed T-2 modification.

3.2.2.6. A T-2 modification may be used to support T&E of proposed permanent configuration changes. Upon the conclusion of T&E activity, the lead command, in coordination with PM, shall determine if the modification will be fielded. If fielded, the T-2 modification may remain in place upon completion of T&E activity while a permanent modification proposal is processed and implemented IAW the provisions of this instruction. The T-2 modification will be upgraded to the approved permanent configuration as part of the permanent modification program.

3.3. Permanent Modifications. Permanent modifications change the configuration of an asset/software for operational effectiveness, suitability, survivability, service life extension, and/or reduce ownership costs of a fielded weapon system, subsystem, or item. Some permanent modifications are further designated as safety modifications.

3.3.1. Permanent modifications are used to satisfy requirements approved IAW AFI 10-601, AFI 63-101/20-101, and this instruction. An approved permanent modification includes the inherent authority to install developmental components of the modification on test assets for the purposes of conducting engineering investigations, developmental testing, and/or other evaluation of the modification. An approved permanent modification also includes the inherent authority to perform trial TCTO kit installations and TCTO verification activities on dedicated test assets in order to verify the installation procedures and sustainment elements associated with the modification prior to full-rate kit production and/or fleet-wide installation. A separate T-2 Modification Proposal is required when trial TCTO kit installs,

proofing, and verification activities are performed on operational assets/combat coded aircraft instead of dedicated test assets/aircraft.

3.3.2. Permanent modifications shall only be accomplished in response to an approved AF Form 1067, *Modification Proposal* or capability requirements document as described in AFI 10-601. PMs may initiate systems engineering tasks and preliminary design activities in anticipation of approved modification documentation, but must consider the technical complexity and maturity of the stated need, along with programmatic risk, when preparing modification program strategies and plans. In such cases, the PM will limit expenditures to the modification financing allowed by AFI 65-601V1 while the requirement is undergoing coordination and approval. The modification requirement must be fully documented in an approved modification proposal/capability requirements document prior to starting the modification, usually at program initiation for modifications managed as an acquisition category program.

3.3.3. Normally, permanent modifications will be installed across the entire inventory of the host weapon system or product line. However, when necessary to support operational mission requirements, permanent modifications may be installed on a subset of the host weapon system or product line inventory with the approval of the lead command, applicable PM, and AF/A5R as described in AFI 10-601 and this instruction. Permanent modifications are acquisition category programs funded with investment dollars which fall under the acquisition chain of authority.

3.3.4. Permanent modifications may be conducted in discrete installation segments (e.g., "Group A" and "Group B" TCTO kit segments) when necessary to support operational mission or deployment requirements or to manage the host weapon system or product line inventory in a cost effective manner. In this case, the content of each modification segment must be approved by the lead command and the applicable PM. Full funding policy requires that all TCTO kit segments be procured with a single year appropriation to field an increment of capability.

3.3.5. Permanent modifications will be provided full logistics support (e.g., spares, support equipment, technical data, item unique identification (IUID), serialized item management, etc.) commensurate with the host system or component maintenance concept and product support strategy/plans. Consult AFI 63-101/20-101 for sustainment planning requirements.

3.3.6. When considering modification proposals, approval authorities shall seek the most cost effective solution over the system's life cycle and determine availability, suitability, and supportability of considered and selected solutions.

3.4. Safety Modifications. Safety modifications are permanent modifications that correct materiel or other deficiencies which could endanger the safety or health of personnel, or cause the loss of, or extensive damage to, systems or equipment. Safety modifications are primarily conducted to correct materiel deficiencies which caused a Class A mishap, per the provisions of AFI 91-204, *Safety Investigations and Reports*.

3.4.1. Whether directly associated with a Class A mishap or not, permanent modification proposals designated as safety modifications shall meet the following criteria:

3.4.1.1. IAW MIL-STD-882D, the underlying deficiency has been determined by the PM to be a "catastrophic or critical risk" of causing injury to personnel or extensive damage to equipment.

3.4.1.2. The PM has performed a risk analysis to determine the proposed modification is technically feasible, operationally effective, and sustainable.

3.4.1.3. The Chief of Air Force Safety concurrence with the lead command's designation as a safety modification.

3.4.2. Safety modifications shall be given priority for funding and implementation over all other pending modifications.

3.4.3. Safety modifications will be accomplished IAW with the provisions of this instruction, however, PMs may deviate from the provisions of this instruction when necessary to prevent loss of life or minimize risk to personnel. In coordination with the lead command, PMs may issue interim procedures or operating restrictions as necessary prior to implementing a safety modification.

3.4.4. Safety modifications which implement FAA-issued airworthiness directives and service bulletins will comply with AFPD 62-6, *USAF Airworthiness* and the implementing AFI 62-601, *USAF Airworthiness*.

3.5. Modifications to Assets Planned for Retirement (a. k.a. Sunset Provisions). IAW Title 10 U.S.C 2244a, *Equipment Scheduled For Retirement Or Disposal: Limitation On Expenditures For Modifications*, modifications to any aircraft (i.e., a given tail number), weapon, or other item of equipment that the SECAF plans to retire or otherwise dispose of within five years after the date on which the modification would be completed, are prohibited.

3.5.1. Exceptions to this prohibition include modifications which:

3.5.1.1. Cost less than $100,000 per modification as described in the prohibition (any aircraft (i.e., a given tail number), weapon, or other item of equipment such as a space system).

3.5.1.2. Have reusable items of value installed as part of the modification that will, upon the retirement or disposal of the modified item, be removed from that item, refurbished, and installed on another piece of equipment, and the cost of this modification, including the cost of removal and refurbishment of reusable items of value, is less than $1M.

3.5.1.3. Are designated as safety modifications.

3.5.2. The Statute grants authority to the SECAF to waive the prohibition when the SECAF has determined the modification to be in the national security interest of the United States, and has so notified the Congressional Defense Committees in writing.

3.6. Additional Modification Requirements. In addition to the general modification program management requirements prescribed in this instruction, modification activities involving certain types of materiel may impose additional management requirements on the using/lead command and PM.

3.6.1. Modifications in response to validated quick reaction capability (QRC) requirements (urgent operational needs, joint urgent operational needs, or AF/CC directed) will be streamlined as specified in AFI 63-114, *Quick Reaction Capability Process*.

3.6.2. Modifications that would cause an FAA-certified AF aircraft to lose its type or airworthiness certification are prohibited. Modifications to such aircraft will comply with AFPD 62-6, *USAF Airworthiness* and the implementing AFI 62-601, *USAF Airworthiness*. Modifications which implement FAA-issued airworthiness directives and service bulletins will receive priority for funding and implementation when such modifications are necessary to preserve FAA certification and comply with Federal Aviation Regulations and standards.

3.6.2.1. **(Added-AMC)** FAA Certifications of Commercial derivative aircraft (CDA), whose primary mission is the transport of passengers, shall be maintained for the life of the air system IAW AFPD 62-6 para 1.6. Any items on passenger-carrying CDA which do not comply with applicable Federal Aviation Regulations (FARs) require approval by the FAA. Elements of the certification basis for any CDA which are not met via FAA certification shall be satisfied by compliance with approved military airworthiness requirements derived from MIL-HDBK-516, Airworthiness Certification Criteria, and shall be listed in the Military Type Certificate (MTC). The air force may accept and use FAA evaluations and inspections for CDA.

3.6.3. A SEEK EAGLE request (SER) is used to establish aircraft-stores configuration certification requirements for aircraft stores configuration, flight clearance, technical order, or other SEEK EAGLE data as described in AFI 63-104. A SER does not replace AF Form 1067 and is not used to document requirements for modification of aircraft or stores. Modifications involving non-nuclear munitions and their associated support and training equipment must be certified IAW AFI 91-205, *NonNuclear Munitions Safety Board*. Modifications involving nuclear munitions and their associated support and training equipment must be certified IAW AFI 91-103, *Air Force Nuclear Design Safety Certification Program*. Modifications involving directed energy weapons must comply with AFI 91-401, *Directed Energy Weapons Safety*.

3.6.4. Modifications to devices which transmit electromagnetic energy must include appropriate spectrum certifications required by DoDI 4650.01, *Policy and Procedure for the Management and Use of the Electromagnetic Spectrum*, AFI 33-118, *Electromagnetic Spectrum Management*, MIL-STD-464, *Electromagnetic Environmental Effects, Requirements for Systems*, MIL-STD-461, *Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment*. Additionally, the Military Communications-Electronics Board Equipment Spectrum Guidance Permanent Working Group must coordinate the certification of modified spectrum dependent systems for worldwide DoD use. Consult AFI 33-118 for specific guidance related to the certification of RF dependent devices.

3.6.5. Radio modification efforts will comply with additional OSD policy requirements detailed in AFI 63-101/20-101.

3.6.6. Modifications to Electronic Warfare Integrated Reprogramming (EWIR) Equipment will comply with AFI 10-703, *Electronic Warfare Integrated Reprogramming*. EWIR equipment is used to make changes to operational electronic warfare hardware and software systems, threat simulators and emitters, aircrew training devices, and other related support systems.

3.6.7. Modifications to defense communications system equipment, such as the Defense Switching Network and defense communications satellite terminals will be initiated,

approved, and conducted in coordination with the Defense Information Systems Agency (DISA), which designates DoD communications equipment as defense communications systems configuration items (DCSCI). DISA shall participate in configuration control processes and boards for DCSCI modifications executed by the AF.

3.6.8. Modifications to intelligence and information systems and networks may have other requirements for modification programs (e.g. interoperability, certification and accreditation, spectrum management) to consider. Refer to AFI 63-101/20-101 for detailed guidance regarding the acquisition and sustainment management requirements associated with DoD/AF intelligence and information systems and networks.

3.6.9. Modifications to support equipment/automatic test systems will comply with guidance contained in AFI 63-101/20-101 and this instruction. Additionally, modifications which affect the form, fit, function, or interface of support equipment/automatic test systems with supported weapon system, sub system, or item will be coordinated with the designated support equipment product group manager (PGM) who provides centralized management of all AF support equipment/automatic test systems equipment.

3.6.10. Modifications involving materiel subject to serialized item management (SIM) shall comply with DoD and AF policies which require AF materiel to be equipped with standardized, machine-readable markings that provide globally unique and unambiguous identification of individual assets. Modifications to AF materiel that are so marked must comply with SIM policy provisions contained in DoD 8320.03, *Unique Identification (UID) Standards for a Net-Centric Department of Defense*, DoD 8320.04, DoD 4151.19, and AFI 63-101/20-101. Program Managers shall ensure all modification activities are conducted in compliance with Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.211-7003, *Item Identification and Valuation*, DFARS clause 252.211-7007, *Item Unique Identification of Government Property*, and MIL-STD-130, *Identification Marking of U.S. Military Property*.

3.6.10.1. Serialized item management (SIM) requirements such as IUID registration and marking will be considered for temporary modifications based on the long term strategy of the modification. Assets used for temporary modification do not require IUID marking and registration when the strategy described on the AF Form 1067 is to dispose of the assets at demodification.

3.6.11. Modifications to AF Aircrew and Maintenance Training Device will comply with guidance contained in AFI 36-2248, *Operation and Management of Aircrew Training Devices* and AFI 36-2251, *Management of Air Force Training Systems*. Additionally, modifications to prime systems which affect corresponding training equipment must be coordinated with the appropriate training device PM as part of the overall modification.

3.6.12. The provisions of this instruction are applicable to modifications involving AF materiel sustained via Contractor Logistics Support (CLS) contracts. PMs shall ensure CLS contracts include specific work requirements, terms, conditions, and deliverables necessary to satisfy the modification and configuration management requirements prescribed in this instruction.

3.6.13. All modifications (temporary or permanent) involving foreign military sales (FMS) or security assistance (SA) assets shall be conducted IAW existing management

arrangements between the US Government and the affected foreign government(s). In the event existing management agreements do not specifically or sufficiently address the modification of FMS/SA assets, the PM shall contact the Air Force Security Assistance and Cooperation (AFSAC) Directorate to coordinate modification activities involving such assets.

3.6.14. Modifications to assets under the management purview of a Joint Program Office (JPO) shall be conducted IAW the designated lead service's modification management process/procedures, or as established in a memorandum of agreement (MOA).

3.6.15. Modifications to systems and equipment developed by the Missile Defense Agency and transferred to the AF will comply with Configuration management procedures established in an MOA between the AF and the Missile Defense Agency. If AF funds are used to implement modifications to an in-service Missile Defense Agency-developed system, apply the requirements of this instruction in addition to modification program management and/or configuration management agreements between the AF and the Missile Defense Agency.

3.6.16. Modifications to AF assets on loan to a non-AF agency (e.g., Defense Intelligence Agency, security assistance organizations, etc.) will be initiated, approved, and conducted IAW a MOA between the AF and the using agency. Modifications to AF-common assets that are initiated by a non-AF agency will be reviewed, validated, approved, and evaluated for AF-wide application by the lead command or commodity manager with overall management responsibility for the asset.

3.6.17. Modifications pursuant to International Armaments Cooperation Agreement (IACA) will be conducted as described in AFI 16-110, *US Air Force Participation in International Cooperation (IAC) Programs*.

3.6.18. Joint Capability Technology Demonstrations (JCTD) that require modification of an in-service AF asset in order to evaluate the capability or technology will be conducted IAW this instruction and the JCTD "Implementation Directive." Modifications necessary to conduct a JCTD will normally be approved and installed as T-2 modifications.

3.6.19. Modifications to aircraft and/or remotely piloted aircraft that create a change to standard flight manuals must comply with the modification flight manual guidance provided in AFI 11-215, *USAF Flight Manuals Program*. Modification introduced changes include but are not limited to changes in the cockpit and/or flight crew station, changes in aircraft and/or system operating limits, and changes to crew procedures.

3.6.20. Business system modernization modifications with a total cost of over $1M must be certified through the Defense Business Systems Management Committee (DBSMC) in accordance with 10 USC 2222, *Defense Business Systems: Architecture, Accountability, and Modernization.* Refer to AFI 63-101/20-101 for additional guidance on Defense Business Systems.

3.6.21. Modifications to nuclear certified equipment or items shall also meet the requirements in AFI 63-125, *Nuclear Certification Program*.

Chapter 4

THE MODIFICATION PROPOSAL PROCESS

4.1. Modification Proposal Overview. The AF Form 1067, *Modification Proposal* process starts with identification and documentation of a modification requirement and ends when the proposal is certified and approved as described by AFI 10-601 and this instruction. Refer to AFI 10-601 for further guidance on requirements.

4.1.1. A modification proposal is the document or combination of documents needed for approval to initiate a modification action. The modification proposal process consists of four steps: 1) request for action and organization validation, 2) using command and lead command validation, 3) program manager review and approval of technical requirements and solution, and 4) lead command certification and subsequent approval by the approval authority specified in AFI 10-601.

4.1.2. 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. The AF Form 1067 provides a means to track modification proposals through the approval/funding process, and to maintain configuration control of items affected by the modification, even though the capability is described in a previously approved capability requirements document. The form provides a means for the system or commodity manager with configuration control and engineering authority over the affected asset(s) to document the technical parameters associated with the modification, such as systems engineering requirements and recommendations, impacts to logistics support elements associated with the asset(s), and the type and amount of funding necessary to accomplish the modification.

4.1.2.1. Quick reaction capability modifications processing is described in AFI 10-601 and AFI 63-114. Urgent and compelling requirements are documented as UON, JUON, or Chief of Staff of the Air Force direction. UONs that emerge during conflicts or other crisis situations often involve modifications to in-service weapon systems and equipment. An AF Form 1067 is generated and processed to summarize the modification requirement, to document the technical parameters necessary to satisfy the urgent need, and to initiate the modification management processes.

4.1.2.2. Other modification proposal documents, such as airworthiness directives produced by the FAA and service bulletins developed by defense industry manufacturers, may fulfill modification proposal documentation requirements and be attached to the AF Form 1067 for recording required reviews and approvals.

4.1.3. JCIDS documents are used to initiate/establish the user's modification requirement(s) for modifications that are estimated to exceed 10% of ACAT II dollar thresholds. The requesting organization must complete a JCIDS document (initial capabilities document, capability development document, etc) to establish the user's modification requirement(s). Consult AFI 10-601 for detailed information on the AF requirements generation and JCIDS document preparation and approval processes.

4.1.3.1. The requesting organization will be advised to complete a formal JCIDS document to establish the user's requirement(s) for permanent modifications upon determination at any point of the AF Form 1067 review/certification process that the requirement exceeds thresholds defined in AFI 10-601.

4.1.4. A new capability document is not required where the proposed capability was previously established in an approved JCIDS document or single AF Form 1067 used for T-2 modifications.

4.2. Step 1, Request for Action and Organization Validation. In this step all modification requirements are defined and validated. The PM shall ensure that validated requirements are documented IAW the process and criteria outlined in AFI 10-601, AFI 63-101/20-101, and this instruction prior to initiating the modification.

4.2.1. Individuals (Program Offices, Operational Units, Sustainment activities, etc.) initiate a modification proposal by completing Sections 1 through 10 of the AF Form 1067.

4.2.1.1. Temporary modifications requirements shall include in block 9 of the AF Form 1067; number of units to be modified, total duration of the installed temporary modification, and description of the user's/Program Manager's /lead command's plan for converting the temporary modification into a permanent capability, or their plan for removing the modification from affected articles.

4.2.1.2. Modification proposals developed in response to a UON will include this statement in Section 9 of the AF Form 1067 "This modification is needed to address an Urgent Operational Need."

4.2.2. After completing sections 1-10, the initiator shall submit the AF Form 1067 to the organization-level authority for validation.

4.2.3. The organization-level validation authority completes Section 11 using procedures established by the parent MAJCOM/FOA/DRU and/or local instructions. The organization shall forward the validated AF Form 1067 to the parent MAJCOM/FOA/DRU for further review and action.

4.3. Step 2, Using Command and Lead Command Validation. In this step, the using and lead commands/FOA/DRU verifies the modification requirement is a valid need that provides a materiel solution to resolve capability gaps. Validation is not approval for a proposed materiel solution and does not authorize implementation.

4.3.1. The initiator's parent MAJCOM/FOA/DRU headquarters shall validate the proposed modification and complete AF Form 1067; Section 12 IAW established MAJCOM/FOA/DRU procedures. The using command shall forward the validated AF Form 1067 to the applicable lead MAJCOM/FOA/DRU or other AFPD 10-9/AFI 10-901 designated organization for further review and action.

4.3.2. The lead command/FOA/DRU or AFPD 10-9/AFI 10-901 designated organization shall validate the proposed modification via prescribed requirements and processes established by the lead command. The lead command shall coordinate the modification proposal with all affected using commands and supporting organizations, such as training and logistics support units. Lead commands/organizations shall forward all proposed safety modifications to the Chief of Air Force Safety for coordination and approval of the safety

designation. Once validated, the lead command shall prioritize the modification proposal for funding and implementation. The lead command completes Sections 13 through 22 and forwards modification proposals designated for funding and implementation to the applicable PM for initial technical evaluation, implementation planning, and cost estimation.

4.3.3. For modifications involving multiple mission variants within a given asset design-series that are assigned to multiple lead MAJCOMs (e.g., AC/C/EC/MC/HC/WC-130, C/KC/RC/WC-135), each lead MAJCOM shall validate the modification proposal against assigned assets, and the lead MAJCOM responsible for the largest number of assets within the given design-series will have overall responsibility for validating and approving the modification proposal. If the modification proposal is ultimately approved, each lead MAJCOM shall determine whether or not to implement the modification on its assigned assets. Each lead command shall attach supporting documentation to the AF Form 1067 to record their decisions and to provide an audit trail for configuration control purposes.

4.4. Step 3, Program Manager Review and Approval of Technical Requirements and Solution.

4.4.1. The PM initiates a technical evaluation with the assistance of the systems engineering authority for the affected configuration item(s). The PM shall determine preliminary technical impacts and systems engineering-related requirements to implement the proposed modification. Such evaluations will include:

4.4.1.1. Determination of the impacts to the host weapon system/component's OSS&E baseline, as well as any operating certifications or restrictions associated with the host weapon system/component, such as airworthiness certifications, munitions carriage/employment certifications, environmental safety and occupational health certifications, security certifications, Information Assurance, SEEK EAGLE, etc.

4.4.1.2. This evaluation will also determine the potential impacts to, and any corollary modification requirements for, training systems/devices and intelligence or information-related systems and networks that may be required to operate, maintain compatibility with, or sustain the proposed modification.

4.4.1.3. The PM shall also determine the sustainment support needs associated with the proposed modification, including system/product reliability, availability, maintainability, and supportability impacts and requirements.

4.4.1.4. The PM shall also conduct a risk analysis and safety assessment for the proposed modification and identify any necessary risk acceptance documentation, safety certifications, or statements that must accompany the modification IAW AFI 63-101/20-101, AFI 91-202, *The US Air Force Mishap Prevention Program*, AFI 91-217, *Space Safety And Mishap Prevention Program*, and MIL-STD-882D.

4.4.1.5. The PM shall determine if the modification will involve or produce critical program information (CPI); if CPI is identified, update the PPP and Acquisition Security Database.

4.4.1.6. The PM shall ensure this initial technical evaluation encompasses all configuration items and external interfaces whose functional/product baselines may be affected by the proposed modification.

4.4.1.6.1. The PM shall coordinate these initial technical and programmatic requirements with other affected system/product management entities, such as Air Logistics Complex (ALC), training system program management offices, technology development organizations, etc.

4.4.1.6.2. The PM shall denote the modification category (i.e. capability or sustainment modification) in Section 39 of the AF Form 1067 and in applicable modification program plans.

4.4.1.7. In conjunction with the initial technical evaluation of a proposed modification and in coordination with the lead command, the PM shall develop a preliminary strategy to implement the modification. This strategy will address the management approach to implementing the modification and include, at a minimum, a top-level description of how the modification should be funded, developed, tested, produced, fielded, and supported, along with an estimated schedule for implementing the modification.

4.4.1.8. The PM shall develop formal cost estimates to implement the proposed modification IAW procedures prescribed in AFPD 65-5, *Cost and Economics* as well as the AFI/AFMAN 65-500 series publications and approved AFMC/AFSPC cost estimating techniques. This estimate shall include all should costs and affordability costs associated with the development, operation, and sustainment of modification throughout its expected life cycle. Any cost estimates provided by commercial vendors or other government agencies will be validated by the PM. For temporary modifications, this estimate shall include costs for host system de-modification and disposal (as applicable). Additional cost estimating requirements are prescribed in AFI 63-101/20-101 and AFPD 65-5, and applicable AFI/AFMAN 65-500 series publications.

4.4.1.9. The PM shall attest to the feasibility of the proposed modification requirement by including/appending the following statement in Section 39 of the AF Form 1067 "The operational requirement(s) described in this modification proposal is (are) technically achievable and executable within the estimated schedule and costs identified herein." For modification proposals initiated with a JCIDS document, PMs shall follow internal AFMC/AFSPC procedures for attesting to the feasibility of ICD/CCD/CPD requirements.

4.4.1.10. The PM shall complete Sections 23 through 42 of the AF Form 1067 to provide the completed technical evaluation, preliminary implementation strategy and schedule, and cost estimates to the lead command and the SAF/AQ Capability Directorate PEM to initiate appropriate funding actions are taken. The PM also provides the lead command with any other specific recommendations concerning the development, production, installation, testing, and sustainment requirements associated with proposed modification. Depending on the complexity of the modification, the maturity and availability of critical technology elements of the modification, and other external factors such as the availability of funding, the PM may provide the lead command with implementation courses of action that offer alternative or evolutionary approaches to satisfy the operational requirement or stated need.

4.5. Step 4, Lead Command Certification and Approval of Modification Proposal (AF Form 1067 Part V).

4.5.1. The lead command shall review the PM's initial technical evaluation, implementation strategy and schedule, and cost estimates, then approve the modification to implement, suspend, or terminate the modification proposal. The lead command checks the appropriate blocks in Part V and completes Sections 43 through 45 of the AF Form 1067. The lead command forwards the completed modification proposal to AF/A5R for review/approval processing as specified in AFI 10-601.

4.5.1.1. **(Added-AMC)** Upon completion of PM evaluation/project plan development, Part IV, the AF Form 1067 and supporting documentation is returned to AMC/A4MMP for final review and resubmission to the CRB for final command certification.

4.5.1.2. **(Added-AMC)** All T-2 modifications requiring Command Certification, with Part IV approval from PM, will be forwarded to AMC/TE for Part V Certification. Once signed, AMC/A4MMP will ensure the AF Form 1067 is updated and returned to the appropriate PM and AO.

4.5.1.3. **(Added-AMC)** The CRB reviews and certifies the modification package as received from the PM. If the CRB certifies a modification package, it is returned to the applicable Lead Command AO. AMC/A4MMP forwards a copy of the certified proposal to the submitting unit, the PM, and AMC/A5Q for funding prioritization and program oversight.

4.5.1.4. **(Added-AMC)** If the AF Form 1067 is disapproved, the AO reworks the AF Form 1067, with the originator, to answer any questions posed by the CRB or returns the AF Form 1067 to the originator with disapproval explanation.

4.5.1.5. **(Added-AMC)** AMC/A5Q will determine if further requirements documentation is needed, notify the Using Command HQ POC (Section 3, AF Form 1067), and forward the AF Form 1067 to AF/A5R if required IAW AFI 10-601, Operational Capability Requirements Development. AMC/A5Q will notify the sponsoring organization if a Requirements Strategy Review (RSR) is required IAW AFI 10-601 and assisting the preparation of an RSR briefing for the Air Force Requirements Oversight Council (AFROC) and AF/A5R. AMC/A5Q, with assistance from the appropriate subject matter experts, will prepare the appropriate requirements documents IAW AFI 10-601. In all cases involving radio frequency (RF) devices, AMC/A5Q will ensure the statement "All RF devices must be certified for spectrum supportability in the operational environment before the aircraft is returned to AMC for mission deployment" is included in the AF Form 1067 and all further requirements are documented IAW AFI 10-601. The respective Systems/Sustainment Division is responsible for submitting requests for frequency allocation and approval no later than the critical design review of the item.

4.5.1.6. **(Added-AMC)** The office of the Using Command HQ POC (Section 3, AF Form 1067), when notified further documentation is required, will provide the Threshold and Objective for all attributes of the requirement with supporting rationale and analysis. If an RSR is required, the Using Command HQ POC will prepare the RSR and brief the AFROC and AF/A5R. After the RSR is approved, the Using Command HQ POC will support AMC/A5Q in preparation of the appropriate requirements documents.

4.5.2. Once the modification is fully approved, funded, and designated for implementation, the lead command and PM shall revise and coordinate a final implementation strategy with affected using commands, support/sustainment organizations and other stakeholders associated with the modification. Once all management reviews and approvals are completed, the modification proposal will be catalogued and maintained IAW applicable records management requirements. Modification proposal documents shall be maintained to record the user's requirement and configuration control throughout the modified asset's life cycle.

4.5.3. Approval authority for temporary and permanent modifications in both the capability and sustainment categories are submitted to AF/A5R for review/approval as described in AFI 10-601.

4.5.4. Lead commands shall coordinate the financing for validated/approved modification proposals with the PM and SAF/AQ capability directorate PEM with cognizance over the affected system, subsystem, or item. The lead command, PM, and SAF/AQ capability directorate PEM shall ensure modification requirements are funded as prescribed in AFI 65-601V1 and as documented in approved Research, Development, Test and Evaluation (RDT&E) Program Budget Exhibits (R-1), Procurement Program Budget Exhibits (P-1/P-3A). Refer to AFRCI 10-601 for additional guidance on AF Reserve Command requirements.

4.5.4.1. Modification requirements financed with investment funds described in AFI 65-601V1 include but are not limited to:

4.5.4.1.1. Development engineering data, modification engineering data, and installation engineering data.

4.5.4.1.2. Procurement and installation of modification kits.

4.5.4.1.3. Support equipment required to sustain the modified configuration.

4.5.4.1.4. Modification of equipment owned by an RDT&E organization used in RDT&E.

4.5.4.1.5. Embedded information processing equipment and software.

4.5.4.2. Modification programs may involve the use of multiple appropriation types in order to implement the modification. Different appropriations may be necessary to fund separate and distinct tasks associated with the modification. For instance, RDT&E funds will often be necessary to design and test the modification, while procurement funds are often required to produce and install the modification. Modification programs will comply with full funding policy detailed in AFI 65-601V1 and DoD 7000.14-R, V2A, Chapter 1.

4.5.4.3. Any modification program or project that has not been previously justified to and approved by Congress during the appropriations process for the fiscal year involved is considered a new start. When a determination has been made that a modification proposal meets new start criteria, Congress must be notified via either a letter of notification or a completed Department of Defense Form 1415-1, *Prior Approval Reprogramming Action*. Modifications that result from FAA-issued service bulletins are also considered new starts if they are not consistent with the "Service Bulletin" budget line item materials provided to Congress. Refer to AFI 65-601V1 and DoD 7000.14-R,

V3, Chapter 6 for specific requirements, processes, and stipulations associated with new start notifications.

4.5.4.4. Individual modifications funded in the low cost modification line generally satisfy an unforeseen requirement for the entire weapon system inventory/fleet that is estimated to complete within one year. Total funding for the low cost modification of the entire weapon system inventory cannot exceed $2.0M. Any effort not consistent with the low cost modification line budget documentation (P-40) or efforts exceeding the $2.0M dollar threshold are not considered low cost modifications and are subject to new start guidelines.

Chapter 5

MODIFICATION MANAGEMENT

5.1. Modification Management Overview. Permanent modifications are financed with investment funds per AFI 65-601V1 and managed as Acquisition Category programs. Required acquisition category program documentation (ADM, SEP, PPP, LCSP, IUID Implementation Plan, etc) is either generated and/or updated to incorporate the modification effort as described in AFI 63-101/20-101. Where practical, all existing life cycle management documentation (SEP, LCSP, etc.) will be updated to reflect modification efforts rather than generating the additional documentation described in this chapter. Regardless of the documentation method, all life cycle management documentation relating to permanent and temporary modifications will be retained by the PM for historical reference and audit trail on configuration control

5.1.1. All modification activities in continued materiel support of an AFPD 10-9 designated weapon system shall be assigned a program manager. The PM shall have overall management authority and be held accountable to accomplish the development, production, and sustainment objectives for a given modification activity and coordinate planning, programming, budgeting, and execution of the modification.

5.1.2. Modification installation/removal is not initiated without the approved requirements document described in AFI 10-601, AFI 63-101/20-101, and this instruction.

5.1.3. Temporary modifications, whether for a mission or for test and evaluation, will be appropriately documented in the equipment status forms (AFTO 781-series or 244-series) and appropriate historical records (AFTO Form 95). Annotation will be in the active portion (the AFTO Form 781A for instance) of the records. The temporary modification annotation will remain there and active until the equipment is returned to the original configuration. Refer to T.O. 00-20-2, *Maintenance Data Documentation* for additional guidance on documentation requirements.

5.2. Document the Modification. The PM is responsible for documenting a baseline and strategy reflecting a tailored and responsive modification program.

5.2.1. All modifications managed as an Acquisition Category (ACAT) program shall comply with the baseline and documentation requirements specified in AFI 10-601 and AFI 63-101/20-101.

5.2.1.1. Prior to issuing a final request for proposal, a contract, or finalizing internal government work specifications, the PM shall establish a technical requirements baseline for the program. The technical requirements baseline is derived from the operational requirement(s) specified by the organization(s) that requested and approved the modification proposal.

5.2.2. Temporary modifications are not managed as an acquisition program. The baseline and additional documentation will be attached to the AF Form 1067 for reviews and subsequent approval.

5.2.2.1. The AF Form 1067 approved by the lead command is the source for the technical requirements baseline. For modifications involving an engineer change

proposal (ECP), use the technical description of the engineering change(s) contained in the ECP for developing the technical requirements baseline.

5.2.2.2. The PM will ensure data required for T-1 and T-2 modifications shall be developed and acquired commensurate with the modification scope, duration, and employment. The PM shall document data requirements for temporary modifications in the AF Form 1067.

5.2.3. The PM shall ensure all modifications include a plan for product support and logistics requirements as described in AFI 63-101/20-101 and AFPAM 63-128 to ensure the modification is sustainable for the duration of its intended life cycle. Generally, this involves updating the existing weapon system life cycle sustainment plan to reflect modification requirements in terms of all applicable integrated product support elements.

5.2.3.1. For temporary modifications, the PM will collaborate with lead/using commands and participating test organizations to determine the minimal support requirements and responsibilities necessary to accomplish, operate and maintain the modification during its limited installation lifespan.

5.3. Report and Monitor Program Status. The PM shall initiate and maintain modification data to include, at a minimum, cost, schedule, performance, test, logistics, contracts, finance, risk, and earned value (as applicable) and report periodically through the integrated life cycle management governance chain of authority.

5.4. Field/Install the Modification. Permanent modifications are generally installed on AF weapon systems and equipment using a time compliance technical order (TCTO) prepared IAW AFI 63-101/20-101 and TO 00-5-15, *Air Force Time Compliance Technical Order Process*. Contractor-provided field service bulletins and FAA-issued airworthiness directives and service bulletins may also prescribe specific modification installation procedures and requirements. Temporary modifications are generally installed using a technical/engineering data package that describes the system/component engineering changes and outlines the component modification instructions to be accomplished. This data package must be approved by the applicable system/component engineering authority prior to installation. PMs, lead commands, and test agencies shall coordinate as necessary to define specific technical/engineering data package requirements.

5.4.1. The PM shall coordinate modification installation requirements and timelines with the lead command and all affected organizations, including product support providers. The PM shall ensure modification installation activities do not begin until the lead and using commands have identified and resolved any fielding issues associated with the modification. Additionally, the PM shall ensure sufficient time is provided to develop and field any infrastructure or other product support requirements that will be necessary to operate and sustain the modification once it is fielded.

5.4.2. All modification installation documents shall be approved by the system/component engineering authority and the PM. Upon receipt of the approved modification proposal document from the lead command, the PM shall coordinate the modification installation schedule with all affected organizations. Prior to trial kit installation, T&E activities, or field operation, the PM shall issue any requisite certifications that accompany the modification, such as safety of flight releases or airworthiness certifications.

5.4.2.1. Modifications to AF systems and equipment whose engineering authority is a non-AF executive agent shall be approved by that executive agent. If such modifications are funded by the AF, the AF PM shall also approve the modification prior to installation. For these systems, the executive agent is not required to produce an installation TCTO if a comparable document is produced.

5.4.2.2. Temporary and permanent modifications may be installed at base level by organic unit/MAJCOM personnel that initiated the modification proposal, by PM and organic field teams, and by contractor logistics support personnel, or a combination thereof. Modifications may also be conducted in conjunction with depot maintenance activities, at contractor facilities, or a combination thereof.

5.5. Program Close-out. Proper disposal will be ensured for modification kits that become excess. For configuration control and management purposes, a complete copy of the modification package will be maintained IAW AFI 33-364, *Records Disposition Procedures and Responsibilities* and the AF Records Disposition Schedule.

5.5.1. All temporary modifications will close out when they are replaced by permanent modifications or removed from the host system or component as specified in the approved AF Form 1067.

5.5.2. When a TCTO is or will be rescinded, and there are excess kits, the PM shall verify that all affected systems/items/equipment spares have been modified and provide supply chain managers with disassemble/disposition instructions for the excess kits per AFMAN 23-110, *USAF Supply Manual*.

5.5.3. Technical data, which exists prior to the modification, must be retained until all affected systems/items/equipment have been modified. When the last asset has been modified, all pre-existing data must be updated by formal changes or revisions to technical data/manuals, thus ensuring the current configuration is reflected.

5.5.4. When the modification has been completed, shipping or disposition instructions for government furnished equipment/material must be provided. The PM shall be notified when modification kit installation has been completed and the TCTO has been rescinded.

5.5.5. Unsuccessful completion of the modification must also be documented including the reason for termination and any plan to recover assets.

CHARLES R. DAVIS, Lt Gen, USAF
Military Deputy, Office of the Assistant Secretary
of the Air Force (Acquisition)

(AMC)

WARREN D. BERRY, Brig Gen, USAF
Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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CJCSI 3470.01, *Rapid Validation and Resourcing of Joint Urgent Operational Needs (JUONS) in the Year of Execution*, 15 July 2005

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DoD Instruction 4151.19, *Serialized Item Management (SIM) for Materiel Maintenance*, 26 December 2006

DoD Instruction 4650.01, *Policy and Procedures for Management and Use of the Electromagnetic Spectrum*, 9 Janurary 2009

DoD Directive 5000.01, *The Defense Acquisition System*, 12 May 2003

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

DoD Regulation 7000.14-R, Department of Defense *Financial Management Regulation*, 13 December 2011

DoD Directive 8320.03, *Unique Identification (UID) Standards for a Net-Centric Department of Defense*, 23 March 2007

DoD Instruction 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property*, 16 June 2008

Title 10 United States Code Section 2244a

Title 10 United States Code Section 2320

Title 10 United States Code Section 2430

Forms Adopted

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

Forms Prescribed

AF Form 1067, *Modification Proposal*.

Abbreviations and Acronyms

ACAT—Acquisition Category

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

ALC—Air Logistics Complex

AFSPC—Air Force Space Command

CCD—Combat Capability Document

CDD—Capability Development Document

CJCS—Chairman of the Joint Chiefs of Staff

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CLS—Contract Logistics Support

CPD—Capability Production Document

CSAF—Chief of Staff, United States Air Force

DCSCI—Defense Communications Systems Configuration Item

DISA—Defense Information Systems Agency

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

ECP—Engineer Change Proposal

EWIR—Electronic Warfare Integrated Reprogramming

F3I—Form, Fit, Function, Interface

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FMS—Foreign Military Sales

HAF—Headquarters Air Force

HQ—Headquarters

IAW—In Accordance With

ICD—Initial Capabilities Document

IMP—Integrated Master Plan

IMS—Integrated Master Schedule

ISA—International Standardization Agreements

IUID—Item Unique Identification

ILCM—Integrated Life Cycle Management

JCIDS—Joint Capabilities Integration and Development System

JCTD—Joint Capability Technology Demonstration

JPO—Joint Program Office

LCMP—Life Cycle Management Plan

LSP—Logistic Support Priority

MAJCOM—Major Command

MDA—Milestone Decision Authority

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MDAP—Major Defense Acquisition Program

MAIS—Major Automated Information System

NR—KPP – Net-Ready Key Performance Parameter

NSS—National Security Space

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

OSS&E—Operational Safety, Suitability and Effectiveness

PDM—Programmed Depot Maintenance

PEM—Program Element Monitor

PGM—Product Group Manager

PM—Program Manager

RCT—Requirements Correlation Table

RDT&E—Research, Development, Test and Evaluation

RF—Radio Frequency

RRPC—Rapid Response Process Council

SA—Security Assistance

SAE—Service Acquisition Executive

SE—Support Equipment

SE/ATS—Support Equipment/Automated Test System

SECAF—Secretary of the Air Force

T-1—Temporary-1

T-2—Temporary-2

T&E—Test and Evaluation

TCTO—Time Compliance Technical Order

TO—Technical Order

UON—Urgent Operational Need

Terms

Acquisition—The conceptualization, initiation, design, development, testing, contracting, production, deployment, and disposal of a directed and funded effort that provides a new, improved, or continued materiel, weapon, information system, logistics support, or service capability in response to an approved need.

Acquisition Category (ACAT)—The United States Department of Defense divides future acquisition programs into acquisition categories. The differences between these categories depend on their size and programmatic differences.

Defense Business System—A Defense Business System is 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 and non-financial in one system), financial data feeder systems, and information technology and information assurance infrastructure, used to support business activities, strategic planning and budgeting, installations and environment, and human resource management.

Configuration Item—A Configuration Item is a hardware, firmware, or software component, or combination thereof, that 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.

Fit—Fit involves the manner in which an asset physically attaches to, or integrates with an adjacent component or higher level assembly. For hardware assets, fit involves such things as mechanical and electrical attachment points and methods (i.e., connectors, mounting trays, equipment racks, etc.). For firmware and software assets, fit involves the manner in which computer language, media, operating system is installed into its host platform. It includes the ability to interface/interconnect with or become an integral part of its host system, subsystem, or item. It is the software's adaptation to changes in its operating environment and its ability to execute to functional specifications documented in the systems capability requirements documents. For human integration, fit is the manner in which the hardware, firmware or software accommodates the human into the design solution**.**

Form—Form involves the dimensions, shape, size, mass, appreciable weight and other visual parameters that uniquely distinguish a part of an asset which negatively impacts adjacent components, requiring modification or reconfiguration for installation. Changes in appearance

such as paint color/finishes are not modifications. Form includes such things as computer Language and the media upon which the application is hosted. For firmware and software assets, form refers to the source code.

Function—Function involves the manner in which a system/software operates, performs an intended action, or provides a designated capability. It is the actions that an asset/software are designed to perform.

Group A—Parts or components (including software) permanently or temporarily installed in a Configuration Item to support, secure, interconnect or accommodate the equipment in a Group B kit.

Group B—Parts or components (including software) that complete a modification when installed in the Configuration Item, and are normally readily removable.

Interface—Interface is the performance, functional, and physical characteristics required to exist at a common boundary. The common boundary is where two or more assets (hardware/software) at the system, sub-system, or item level, converge and act upon one another (i.e., communicate, transfer data, etc.). Interface may also include the physical, electronic, electrical, functional, and/or the human-system integration characteristics two or more assets must exhibit in order to create a functional system.

Interchangeable—Item - A item that possesses such functional and physical attributes as to be equivalent in performance to another product of similar or identical purposes; and is capable of being exchanged with the other product without alteration of the products themselves or of adjoining products.

Low Cost Modification—Individual modifications funded in the Low Cost Modification line generally satisfy an unforeseen requirement estimated to complete within one year. Total funding for efforts on the Low cost Mod line for each fiscal year should not exceed $2.0M per year.

Maintenance Action—A maintenance action is any routine or recurring effort (to include software Block, Cycle, or planned program updates), at the field or depot level that is conducted to sustain the operational availability of an in-service end item of equipment. Maintenance actions may include refurbishment and overhaul of equipment, removal and replacement of components, and the repair or remanufacturing of reparable components.

Major Defense Acquisition Program—Statutory requirements for MDAP is described by Title 10 United States Code Section 2430. A DoD Acquisition program is designated as an MDAP program based on the size and programmatic differences as described in DoDI 5000.02. The size, in terms of dollar value is estimated by the USD(AT&L).

Major Automated Information Systems—Statutory requirements described by Chapter 144A of Title 10 U.S.C. A DoD acquisition program for an Automated Information System (product or service) that is either designated as MAIS by the MDA or depend on their size and programmatic differences as described in DoDI 5000.02.

Materiel Manager—Individuals and activities responsible for provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal as prescribed in DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation.

Modification—For the purposes of this instruction, a modification is defined as an alteration to the form, fit, function, or interface (F3I) of an in-service AF hardware or software Configuration Item.

National Security System (NSS)—Per 44 USC Section 3542 (b) (2), NSS means any information system (including any telecommunications system) used or operated by an agency or by a contractor of an agency, or other organization on behalf of an agency:

(i)—the function, operation, or use of which:

(I)—involves intelligence activities;

(II)—involves cryptologic activities related to national security;

(III)—involves command and control of military forces;

(IV)—involves equipment that is an integral part of a weapon or weapons system; or

(V)—subject to subparagraph (B), is critical to the direct fulfillment of military or intelligence missions; or

(ii)—is protected at all times by procedures established for information that have been specifically authorized under criteria established by an Executive order or an Act of Congress to be kept classified in the interest of national defense or foreign policy. NSS does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

Product Group Manager—Designated individual for overall management of a specified product group; includes responsibility for cost, schedule and performance aspects along with the sustainment elements of the group's products. PGMs shall support overall system objectives as required by the PM.

Program Manager—The PM is the DODD 5000.01 designated individual with the responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the users operational needs. ACAT I, ACAT IA, and non-delegated ACAT II SPMs and PMs shall be chartered by the SAE and the PEO. Delegated ACAT II and III PMs shall be chartered by the PEO. Additional guidance and examples of PM charters can be found in AFPAM 63-128.

Service Life Extension Programs (SLEP)—A SLEP extend the life of existing military equipment such as airplanes and engines. SLEP enables the Air Force to use still-functional military equipment after its anticipated retirement date. For example, A SLEP can compensate for expected schedule delays or a slip in achieving operational readiness of new replacement military equipment. Generally, extending the service life of military equipment involves the modification and/or upgrade of core components using technology that was not available when equipment was developed. These SLEP modification requirements are managed as acquisition programs using acquisition processes, techniques, and governance as outlined in AFI 10-601, AFI 63-101/20-101 and this instruction.

Software Modification—Adds new capability, changes the functional baseline, significantly increases complexity, or responds to significant new user requirements.

Software Maintenance—The reactive modification of a software product that is performed after delivery to correct discovered faults, keep a computer program usable in a changed software environment, or improve its processing performance or maintainability without adding new capability.

Attachment 1 (AMC)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AMC – Air Mobility Command

AO – Action Officer

CDA – Commercial Derivative Aircraft

CORT – Crew Operations Review Team

CRB – Configuration Review Board

FAR – Federal Aviation Regulations

MDS – Mission Design Series

MTC – Military Type Certificate

POC – Point of Contact

R&PC – Requirements and Planning Council

RSR – Requirements Strategy Review

SORT – Supportability and Operations Review Team

Terms

Configuration Review Board – The CRB is a board of AMC Directorate representatives that have a vested interest in aircraft modifications.

Attachment 2

AF FORM 1067 DESCRIPTIONS

Table A2.1. AF Form 1067 Descriptions.

PART I, REQUEST FOR ACTION. Sections 1-11 are required and will be completed prior to forwarding the modification proposal to using command validation authority. Sections 1-10 are completed by the initiator and Section 11 is completed by the submitting organization's approval authority. Check the appropriate modification type in Section 16. Page: Enter the appropriate number pages (total) in the submission. Date: Enter the date of form initiation. Section 1 Initiator Information: Enter the name, grade, office symbol, mailing address and Defense Switching Network (DSN) number of the initiating individual. Section 2 Initiator's POC Organization Information: Enter the mailing address and DSN of the submitting organization's point of contact (POC) for AF Forms 1067 (normally the unit product improvement manager). Section 3 Using Command HQ POC Information: Enter the office symbol, mailing address, and DSN of the initiators Using Command/agency headquarters (HQ) POC for processing AF Forms 1067. Section 4 Title: Enter the title that best defines/describes the addressed need/requirement. Section 5 Organization Control Number: Enter the control number assigned by the submitting organization's POC. If none, leave blank. Section 6 Other Numbers: Use this block to enter any other identifying number as appropriate. If none, leave blank. (Note: time compliance technical order (TCTO), material improvement program (MIP), engineering change proposal (ECP) and modification (Mod) numbers are entered in Section 24.) Section 7 Affected Configured Item/Systems: A. Enter the Mission Design Series (MDS), Type Mission Series (TMS), or the Configured End Item Identification (CEII) for other weapon systems (i.e., AN/APN-59, or Computer Program Identification Number (CPIN)), as appropriate. 1. If all series of the system are affected, cite only the Mission and Design: (i.e. F-15)

2. If all MDS's will not fit, show the one with the highest logistic support priority (LSP) in this block and list all other MDS on an attached continuation page.

3. If the modification affects multi-systems, enter the system that has the highest LSP and list all other weapon systems or end items affected by the modification on an attached continuation page.

B. Enter work unit code (WUC) of affected Configuration Item.

C. Enter national stock number (NSN) of affected Configuration Item.

D. Enter standard reporting designator code (SRD), as applicable.

E. Enter nomenclature (NOUN) of affected Configuration Item.

F. Use other to specify any additional identifier as needed.

Section 8 Purpose: The requesting activity shall fully describe the modification on AF Form 1067 to include: number of units to be modified, total duration of installed temporary modification, and description of the user's and/or system/commodity manager's plan for converting the modification into a permanent modification, or their plan for removing the modification from affected articles. State the deficiency to be corrected or the need to be satisfied by the proposal and what the expected result will/should be. For temporary modifications, identify the total number of units to be modified and the duration/date the units will be returned to their original configuration. If known by field level initiators or if form is initiated by SM personnel, include:

A. Current and projected mean time before maintenance actions (MTBMA)-Mission Essentiality Identification Code (MEIC) for all affected line replaceable units (LRU) (For engines: MEIC for all recoverable items affected by modification at highest indenture level below engine.) (MEIC is applicable to all but structural modifications.)

B. Number of mission capable (MICAP) hours, both current and projected, if applicable.

C. Current unscheduled removal rate of equipment, and projected removal rate after modification, if applicable.

D. Current or projected mission aborts (before flight aborts, in flight aborts, or total aborts - per assigned MDS sortie generation requirements).

E. If unmodified system LRUs are resulting in excessive maintenance hours and/or extravagant spares requirements, show estimated number of maintenance hours being expended (with dollar value of those hours shown in parenthesis) and/or

dollar value of excess spares requirement, to include one year's demand history to reflect increased spares consumption.

Note: Much of this data can be found in existing automated data systems (i.e. Integrated Maintenance Data Systems, reliability maintainability information systems (REMIS) or G081).

F. Ensure that your words support your requirement.

G. Show the numerical equivalent (how many, how much, how often). Avoid the use of such terms as: excessive, enormous, numerous, many, frequent, several, few, moderate, considerable, often, seldom, appear, - when describing either the extent of the deficiency/problem or when relaying the degree of improvement expected or the anticipated benefits to be derived from the modification.

Section 9 Impact: State the impact of not correcting the deficiency or satisfying the need specified in Section 8.

Section 10 Constraints/Assumptions/Proposed Solutions: State proposed solutions, constraints and/or assumptions. Attach technical/engineering data package documentation including but not limited to sketches, drawings, diagrams, etc. If being completed by SM personnel, the following information should be included. (You are not limited to just this information.):

A. Development Status - If an ECP has been received, give date received or if an operational change proposal (OCP) is being developed, give status. If product reliability and maintainability (PRAM) related engineering has been accomplished, explain here. If no ECP/OCP required, state why. State whether flight test is required and, if required, anticipated length of time required.

B. Contracting Requirements - State whether modification will be contractually procured or organically assembled or a combination of the two. If contract will be sole source, give contractor's name.

C. Risk Factor - Identify areas of risk associated with the proposed requirement with emphasis on highest risk.

Section 11 Organization Validation: The individual designated/authorized to validate the proposal will perform a quality review of the AF Form 1067 to ensure all initiator required blocks are complete. The validation authority will then check the appropriate block (A thru C), and completes blocks D thru F.

DATE RECEIVED: Enter the date the proposal is received by the organization for validation request approved, forward for using command validation.

B. Proposed request disapproved, forward to initiator POC.

C. Proposal returned to initiator POC for additional information.

D. Enter the date signed.

E. Type or print name, grade, title, DSN of validating official or designated representative.

F. Signature of organization validating official or designated representative.

PART II, USING COMMAND VALIDATION: Section 12 is to be completed by Using Command/Air National Guard (ANG) or equivalent agency headquarters personnel. If the Using Command/agency is the lead command, proceed to Part III, Section 13.

DATE RECEIVED: Enter the date the proposal is received from the initiating organization.

Section 12 Using Command Validation: The individual designated/authorized to validate the proposal for further processing will check the appropriate block (A thru C) and complete blocks D thru H.

A. Proposed request approved, forward for Using Command/agency validation.

B. Proposed request disapproved. If disapproved, rational for this decision must be returned to the originating organization.

C. Proposal returned to initiator POC for additional information.

D. If the Using Command/agency is not the lead command for the affected weapon system/Configuration Item, check this block and forward to the appropriate lead command. See AFPD 10-9 for listing of assigned weapon system lead commands.

E. Enter Using Command/Agency tracking number.

F. Enter the date signed.

G. Type or print name, grade, title, DSN of Using Command/agency designated validation authority.

H. Signature of Using Command/agency designated validation authority.

PART III – LEAD COMMAND VALIDATION: Sections 13 – 22 are required fields and completed by lead command Headquarters' Personnel as follows.

DATE RECEIVED: Enter the date the proposal was received from the Using

Command/agency.

Section 13 Lead Command Action Officer: Enter the name, grade, office symbol, mailing address, and DSN of the evaluating action officer.

Section 14 Thru (Optional Routing): Enter the mailing address for other Using Commands/agencies as applicable.

Section 15 Single Manager Office: Enter the office symbol, mailing address, and DSN of the SM POC for processing AF Forms 1067.

Section 16 Modification Type: Mark one of the appropriate blocks to identify the proposed type of modification as defined in this AFI.

Section 17 Lead Command Control Number: Enter the tracking control number.

Section 18 Lead Command Remarks: Enter any known constraints or assumptions that must be addressed during the next level(s) of evaluation. For temporary modifications, address validation of the requirement in terms of the total number of units to be modified and the duration/date the units will be returned to their original configuration.

Section 19 Lead Command Validation Authority: The individual designated/authorized to validate the proposal will check the appropriate block.

A. Validated Request: Proposal is a valid need/requirement.

B. Disapproved Request: Proposal is not a valid need/requirement. If disapproved, rational for this decision must be returned to the Using Command/agency or originating organization.

Section 20 Type or print name, grade, title, DSN of lead command designated validation authority.

Section 21 Signature of lead command designated validation authority.

Section 22 Enter the date signed.

PART IV, SINGLE MANAGER REVIEW AND APPROVAL. Sections 23 - 42 are required fields and completed by the PM as follows:

Date Received: Enter the date the proposal was received from the lead command.

Section 23 SM Action Officer Info: Enter the name, grade, office symbol, mailing address and DSN of the SM evaluating action officer.

Section 24 Center Control Numbers: Enter assigned numbers, if applicable. If none assigned, leave blank. Enter any other applicable identifier(s) as a continuation of this block on an attached continuation page.

A. Center MIP No:

B. ECP No:

C. TCTO No:

Section 25 Total BP/EEIC: Enter the total estimated cost by appropriation budget codes. (Example: $3.5M BP1100, $4.5M BP2100, $1.0M 3400, $.5M 0350, EEIC 583, etc).

Section 26 Nr of CIS Affected: Enter the total number of configured items to be modified (i.e. black boxes, aircraft, etc.).

Section 27 Total Kits Needed: Enter the total number of kits or applicable units proposed, including spares.

Section 28 Also Affects: Check the appropriate block for each affected item (for permanent modifications only). Identify each affected supporting system on a continuation sheet (for example, when training aids are affected, provide trainer flight equipment number, maintenance trainer identifying number, and part number as applicable.). If "OTHER" is checked, identify any significant impacts not otherwise covered here and explain on a continuation sheet. When system-training devices (STDs) are affected, provide on a continuation sheet, the information needed as it relates to the modification of the applicable STDs.

Support Equipment:

Aircrew Training:

Training Devices/Visual Aids (Maint):

Tech Data:

Spares:

Software:

Other:

If STDs are not affected, include on continuation page the appropriate certification (indicate why modification to STDs is not desired or needed) and include certifying official's name, grade, and office symbol. Note: STD is an all encompassing term.

It refers to mission simulators, flight simulators, aircrew or missile crew or cockpit procedures trainers, as well as maintenance training devices, visual aids, simulation devices, operational support equipment, spares, and video tapes, etc.; included in mobile maintenance training sets used to support the filed training detachments, and resident training equipment that must be maintained to reflect related weapon systems or equipment configuration. Complete staffing and coordination are required to determine if the supporting systems are affected.

Section 29 Kit or Unit cost: Enter the cost for a single kit (group A/B only).

Section 30 Total Cost: Enter the total estimated cost of the proposed solution as outlined in the BCI.

Section 31 Lead Time: Enter the estimated engineering and kit acquisition lead-time. Compute lead-time by totaling initial admin and initial production estimates: (Entries to be in months).

A. Initial Admin: The number of months from initiation of the PR or kit assembly requirement to contract award date or obligation acceptance by the appropriate directorate.

B. Initial Production: The number of months from contract award date or document obligation/ acceptance date through the date of completion of the TCTO verification process.

Section 32 Installation: Begin and complete: Enter the dates, by FY and quarter (YYYY/QTR), for projected initiation of production installs and completion of final installations.

Section 33 Level of Accomplishment: Check the appropriate block indicating the recommended level of accomplishment (i.e., user (organizational), depot (organic or contract) or both (both is to be used if the commodity will be modified at depot level and installed into the aircraft or major end item by the user or organizational level). If the level of accomplishment is “OTHER” identify specifics in Section 39 or on attached continuation sheet.

Section 34 User Work Hrs: Enter the number of estimated user man-hours needed to perform the modification on one Configuration Item.
Section 35 Depot Work Hrs: Enter the number of estimated depot man-hours needed to perform the modification on one Configuration Item.

Section 36 Total Work Hrs: Enter the number of estimated man-hours needed to accomplish the modification on all Configuration Items.

Section 37 Manufacturer: Enter the name of the manufacturer. This normally applies when an ECP is involved, since the ECP is prepared by the manufacturer. If

unknown, leave blank.

Section 38 Aircraft Breakout: Indicate number of Configuration Items broken down by Commands/agencies (i.e. AMC, ACC, AETC, AFSOC, AFRC, ANG, etc.)

Section 39 Engineering review recommendation(s): Provide adequate justification appropriate with engineering evaluation decision. For proposals which have approved engineering solutions, the SM will provide enough detail for the lead command to make an assessment of the proposed solution for lead command certification. The SM or designated representative will check the appropriate block indicating approval or disapproval of the SM review. If disapproved, the SM shall provide the lead command with rational for this decision. Include the modification type (i.e. capability or sustainment) Note: SM approval does not constitute authorization to install the modification until funded and lead command approval to proceed (Sections 44 thru 48).

Section 40 Type or print the name, grade, and title, DSN of the SM or designated representative.

Section 41 Signature of the PM or designated representative.

Section 42 Enter the date signed.

PART V, LEAD COMMAND CERTIFICATION/APPROVAL. Sections 43 – 47 are required and completed by the lead command that is assigned the responsibility for the applicable affected configured item(s). The lead command designated certification/approval authority will check the appropriate block indicating Modification Approval", "Disapproval", or "MNS/ORD to be developed". If approved, Using Command/agency (if applicable) or the originating organization shall coordinate with the PM for specific installation documentation and/or required certifications that accompany the modification.If disapproved, the lead command shall provide the Using Command/agency (if applicable) and the originating organization with the rational for this decision. Forward applicable Modification Proposals to AF/A5R as specified in AFI 10-601.

Section 43 Type or print name, grade, and title, DSN of the lead command designated certification/approval authority.

Section 44 Signature of the lead command designated certification/approval authority.

Section 45 Enter the date signed.