

BY ORDER OF THE COMMANDER
552D AIR CONTROL WING (ACC)

552D AIR CONTROL WING
INSTRUCTION 10-601

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Operations

WING REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-6, Capabilities-Based Planning & Requirements Development. This instruction defines the requirements function in the 552 ACW, levies responsibilities, sets forth procedures, and describes products. For the purpose of this instruction, requirements activities are limited to the E-3 aircraft, operational and mission support software, direct mission support equipment, and training devices. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IM 847s from the filed through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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/gcss-af61a/afrims/afrims/>. This instruction is directive and applies to the 552 ACW and subordinate groups.

SUMMARY OF CHANGES

This revision updates the instruction to reflect organizational responsibilities within the 552 ACW regarding requirements activities.

1. General. Requirement activities impact every aspect of the Wing. The timely identification, validation, and prioritization of requirements are essential to supporting the continued accomplishment of the 552d Air Control Wing's mission.

1.1. Requirements Activities: All activities necessary to state a coordinated Wing need (requirement) that has an acquisition solution and all activities necessary to monitor and guide the acquisition community as it responds to a stated Wing need. Further, it encompasses all

activities necessary to prepare Wing organizations to implement and take ownership of the solution once fielded. Programs/Projects are defined as requirements which have secured a funded acquisition solution.

1.1.2. Concept of Operations: It is incumbent on all managers to review mission capability and supportability requirements in order to plan for and implement modernization programs. Since, requirement activities involve Wing personnel from every level and function it is necessary to have an agency at Wing level to coordinate and direct Wing functions and processes to the extent they involve requirements activities.

1.1.3. On behalf of the commander, 552d ACW, Requirements (XPR) will monitor and direct the performance of requirements activities. XPR will be the single point of contact to higher headquarters and/or acquisition agencies for all programs/projects requiring an acquisition solution, and as such will function as the Office of Primary Responsibility (OPR) for long-term requirements programs such as block upgrades and modernization efforts. Once projects/ programs migrate to operational/fleet installation status, OPR will be transferred to the appropriate group(s), as outlined in the associated program System Activation Plan (SAP). XPR will then function as Office of Corollary Responsibility (OCR).

2. Organization:

2.1. At the Wing level, requirements activities will be supervised and directed by 552 ACW/XPR, Chief of Requirements. This instruction does not specify a formal organizational structure below the Wing level. Requirement activities are an inherent part of management responsibilities and are left to the Group Commanders to provide the best means of accomplishment.

2.2. XPR will establish working groups to focus on establishing high-level needs/requirements and to develop a roadmap for future capabilities. Members of the working group will be comprised of action officers from the Operations Group, Maintenance Group and Communications Group. The working groups will meet quarterly or as required and report activities to the Wing Requirements Working Group (WRWG). The WRWG, in turn, reports status and requests direction from Wing leadership via the Wing Requirements Review Board (WRRB). The WRRB will be held quarterly.

2.3. Once a need/requirement receives funding a program Integrated Product Team (IPT) will be established. XPR will lead the team consisting of subject matter experts and action officers from each affected group and/or function within the Wing. These IPTs function at the Wing level. Group Commanders may have group teams for projects that have an extensive impact on their organizations to ensure a coordinated effort. Group Commanders may establish a requirements section and delegate authority to the section leaders to carry out the responsibilities of this instruction.

2.3.1. Upon formation of the program/project IPT, a SAP will be written and maintained by the team. This document provides a top level program overview and outlines the

implementation strategy, schedule, funding and issues/concerns. The SAP is a living document and should continually reflect significant changes and updates throughout the life cycle of the program/project. See Attachment 1 for Sample Program/Project SAP. All active SAPs will be available to senior leadership via the XPR web site and serve as the basis for continuity and uniformity of purpose in requirement activities.

3. Responsibilities:

3.1. The 552 ACW/CC will:

- 3.1.1. Provide overall guidance on requirements issues.
- 3.1.2. Upon recommendation of the Group Commanders and XPR, validate the semi-annual Wing requirements priority list and forward to appropriate MAJCOM agencies.
- 3.1.3. Appoint the Chief of Wing Requirements and empower him/her to manage and resolve requirement issues; and speak for the Wing on requirements issues in correspondence and at meetings with higher headquarters and/or acquisition agencies.

3.2. 552 ACW/XPR will:

- 3.2.1. Provide overall management for all funded and unfunded requirements needing acquisition solutions, coordinate between the various groups, maintain an integrated and coordinated plan for all funded programs/projects and keep senior leadership informed of significant issues and events.
- 3.2.2. Lead the WRWG, which will meet quarterly or as required to address requirements issues. Membership will include representatives from each group and all IPT leaders. Other organizations/offices will be invited as required.
- 3.2.3. Lead the WRRB to present senior leadership with significant program developments and issues, to obtain consolidated Wing positions and to prepare leadership for the ACC Requirements Review Board (RRB).
- 3.2.4. Serve as the Wing representative on the ACC Requirements Working Group, which meets quarterly or as required to address requirements issues. XPR will ensure all Wing concerns/issues are brought forward for MAJCOM-level review and discussion.
- 3.2.5. Coordinate with ACC and ESC to support the ACC RRB, an executive level review of all programs/projects.
- 3.2.6. Lead appropriate program IPTs, which will meet at least quarterly and report status/results to WRWG.
- 3.2.7. Prepare semi-annual priority list of desired weapon system enhancements and Reliability, Maintainability and Availability products based on current and projected missions/threats. This list will be coordinated through all Group Commanders and

forwarded to ACC with 552 ACW/CC signature. The approved priority list will be posted on XPR web page

3.2.8. Maintain SAP and other program/project documentation for all funded programs/projects falling under the purview of this instruction.

3.2.9. Request/recommend to Group Commanders or their authorized representatives the appointment of Wing program/project team members. Maintain a current roster of all program/project leaders and team members within the respective program SAP.

3.2.10. Coordinate between program/project teams to ensure their work does not adversely impact the work of other IPTs and optimize plans and schedules requirement activities in terms of impact to the Wing.

3.2.11. Serve as focal for receipt, staffing and validating needs/requirements submitted by 552 ACW organizations.

3.2.12. Support E-3 software requirements IAW 552 ACWI 63-101.

3.2.13. Attend MAJCOM and Air Logistic Center level Configuration Control Board meetings in support of acquisition products.

3.2.14. Ensure compliance with established Memorandum of Agreements/Understanding with external agencies maintaining E-3 operational software, i.e., OC-ALC, WR-ALC on software configuration management procedures and processes.

3.2.15. Serve as single point of contact on products (hardware/software/firmware/documentation) requested for distribution outside the Wing. XPR will interface with MAJCOM and local releasability and disclosure representatives to secure approval.

3.2.16. Serve as the primary focal point for developing capabilities based road mapping with ACC and ESC.

3.3. Group Commanders will:

3.3.1. Provide new requirements or changes to existing requirements to XPR for coordination and action.

3.3.2. Use XPR to address issues, concerns and/or questions to MAJCOM relative to Wing program/projects or unfunded requirements.

3.3.3. Ensure organizational personnel work closely with XPR on Wing programs/projects.

3.3.4. Incorporate appropriate Wing agencies to advance programs/projects for operational fielding.

3.3.5. Upon request by XPR, appoint program/project team members to carry out requirements activities.

3.3.6. Upon request by and in coordination with XPR, send functional experts to meetings requiring specialized or technical knowledge to properly represent the interests of the Wing.

3.4. Working Group Members will:

3.4.1. Work with XPR to review, monitor, and evaluate high-level system needs and desired weapon system enhancements.

3.4.2. Develop a roadmap with pathways aimed at providing senior leadership information based on goals, timelines and benchmarks

3.5. IPT Members will:

3.5.1. Use XPR as the focal for addressing issues, concerns, and/or questions regarding requirements programs/projects.

3.5.2. Assist in the production and coordination of applicable program SAPs.

3.5.3. Evaluate the level of impact and possible support needed from an organizational level and provide assessment to XPR.

4. Products:

4.1. 552 ACW Semi-Annual Priority List: A consolidated list of Wing requirements, funded and unfunded, that fall under the purview of this instruction. It is originated/updated by XPR semi-annually or sooner, if required.

4.2. SAP: A plan for coordinated Wing effort to implement a program(s)/project(s) within the Wing. The format for SAPs can be found at attachment 1 and posted on the XPR web page.

5. Adopted Forms:

AF IMT 847, *Recommendation for Change of Publication*

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Attachment 1

Sample Program/Project System Activation Plan

1. Program/Project Overview
2. Implementation Strategy
 - 2.1. Logistics Support (if applicable)
 - 2.2. Ground Support (if applicable)
 - 2.3. Training (if applicable)
 - 2.4. Sustainment (Transfer of Ownership) (if applicable)
 - 2.5. Hardware/Software (if applicable)
 - 2.6. Technical Data (if applicable)
3. Funding
4. Schedule/Milestones
5. Issues/Resolutions
6. Program/Project Leader, Team Members, Key External Contacts