

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 10-602**

23 DECEMBER 2020



Operations

**AETC CAPABILITY REQUIREMENTS
DEVELOPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-6 *Capability Requirements Development*, AFMAN 63-144, Business Capability Requirements, Compliance, and Systems Acquisition, and AFI 63-138, *Acquisition of Services*. It identifies the functional structure and processes used to identify gaps in capabilities required to support the Air Education and Training Command (AETC) and Force Development Commander (FD/CC) mission(s) and validate requirement(s) to fill or mitigate such gaps. This instruction applies to the Total Force – Active Duty (AD) Air Force (AF), Air Force Reserve (AFR), Air National Guard (ANG), and Department of the Air Force (DAF) Civilians when requesting AETC funding. It is used for all unclassified, collateral, compartmented, and special access programs within AETC and the recruit, train and educate mission owners who are seeking to fund an initiative or recapitalize an existing program/process. This AETCI may not be supplemented by commanders responsible for implementing this instruction. Supplements will be used to establish organization-specific guidance (**T-2**). Do not use local operating instructions to implement guidance in this instruction (**T-2**). Commanders will send proposed supplements through their training group or wing and numbered air force (NAF) to HQ AETC/A5X for review and coordination prior to publishing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field unit through the training group, training wing and numbered air force (NAF) to HQ AETC/A5X. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Unless otherwise specified, requests for waiver must be submitted by the

group or wing commander through NAFs to HQ AETC/A5/8. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Commanders responsible for implementing this instruction may establish directive and/or non-directive publications in accordance with (IAW) AFI 33-360, *Publications and Forms Management*, to establish organization-specific guidance. **Note:** Supplementary guidance (includes supplements and separate publications) associated with this instruction cannot be less restrictive than the parent, but they can be more restrictive. All supplementary guidance must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Addition of table identifying all AETC Requirement Processes and the removal Requirement Oversight Process steps.

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1. Overview.

1.1. To compete for AETC funding, whether in execution year or Program Objective Memorandum (POM), all initiatives must have a validated requirement. This includes a combination of people, training, equipment, etc. across the entire spectrum of the Doctrine, Organizations, Training, materiel, Leadership & Education, Personnel, Facilities and Policy (DOTmLPF-P). For purposes of this instruction, a validated requirement is defined as a course of action or solution that has been approved by a formal requirements process.

1.2. The purpose of this instruction is provide a central source for requirement owners to determine which AETC requirements validation processes are available and to help them determine which one best meets their needs. Specific procedures and guidelines for each process are the responsibility of the process OPR.

2. Roles and Responsibilities.

2.1. The requirement owner is the individual who identifies a potential capability gap impairing the ability of one or more AETC units to accomplish their assigned mission. Requirement owners shall:

2.1.1. Provide traceability. The gap must be traceable to a mission, or mission tasks that support strategic alignment of HHQ/Force Development/AETC strategy.

2.1.2. Ensure proposed solutions emphasize use of non-materiel activities over materiel solutions whenever possible.

2.1.2.1. Analyze requirements, proposed solutions, and resource proposals to ensure all non-material (DOTmLPF-P) aspects of the requirement have been considered and addressed to the greatest extent possible.

2.2. AETC/A5XR assists the owner with the Joint Capabilities Integration and Development System process to include system acquisitions, modifications, etc.

2.3. AETC/A5XS assists requirement owners with validation of contract support services requirements, facilitates capability requirements through the Requirements Oversight Committee and/or directing requirement owners to other more appropriate validation process outside of A5/8.

2.4. AETC Corporate Structure Panels serve as initial point of entry for resource issues requiring corporate review for validated requirements entering the resourcing process.

2.5. AETC/A8P serves as OPR for AETC Corporate Structure management, AETC POM, and Planning Choices and defines specific business processes associated with those processes.

2.6. AETC/FMA serves as OPR for the Execution Year (EY) resource allocation and defines the specific business processes associated with that process.

2.7. Program Element Monitors (PEM) serve as the principal advocates for validated requirements within their respective Program Elements (PE). PEMs are responsible for actively monitoring or participating in initial capability based assessment development and requirement working groups. Such monitoring and participation is required to ensure the broad PE perspective is considered in the requirement validation processes.

2.8. Other organizations not specified in this document may provide expertise as needed.

3. AETC Requirement Validation Processes.

3.1. **Table 1** offers a comprehensive list of requirement processes identified across the AETC staff, their purpose, and primary points of contact.

3.2. **Table 1** provides requirement owners a central source to determine which process(es) best meet(s) their needs and to share information between processes where appropriate.

Table 1. AETC Requirements Validation Processes.

AETC Requirements Validation Processes	
Process Name	OPR / Email
<p>Manpower Studies & Standards Development</p> <p>Description:</p> <p>AFI/AETCI/Governance:</p>	<p>AETC/A1MR</p> <p>aetc.a1mt.inbox@us.af.mil</p> <p>Manpower Study requests enter AETC/A1MR for AF Manpower Analysis Agency (AFMAA) to conduct manpower studies to produce requirements standards.</p> <p>AFI 38-101, <i>Manpower and Organization</i>; AFI 38-206, <i>Additional</i></p>

Threshold:	<i>Duty Management; AFMAN 38-102, Manpower and Organization Standard Work Processes and Procedures, and AFPD 38-1, Manpower and Organization</i> None
Manpower Requirements Determination/Validation	AETC/A1MR aetc.a1mt.inbox@us.af.mil
Description	Manpower requirements quantify full-time equivalents needed to perform a job, mission, or program. Manpower positions are funded manpower authorizations or unfunded manpower requirements. The Air Force considers manpower a resource to support approved programs
AFI/AETCI/Governance	AFI38-101 <i>Manpower and Organization</i> ; AFMAN38-102 <i>Manpower and Organization Standard Work Processes and Procedures</i>
Threshold	Dependent on data provided
Logistics Composite Model (LCOM)	AETC /A1MRM HQAETC.A1MRM.workflow@us.af.mil
Description	Aircraft maintenance manpower requirements
AFI/AETCI/Governance	AFI 38-101, <i>Management of Manpower Requirements and Authorizations</i> ; AFMAN 38-102, <i>Manpower and Organization Standard Work Processes and Procedures</i> ; AFI 65-503 <i>US Air Force Cost and Planning Factors</i>
Threshold	Based on Aircraft Utilization Rates, Avg Sortie Duration, A/C component break rates, refly rates, programmed sortie requirements, syllabus parameters, non mission capability supply (NMCS), AFSC UTE
FTRAP & IP/SMA Crew Ratio Models	AETC /A1MRM HQAETC.A1MRM.workflow@us.af.mil
Description	Determines Instructor Pilot (IP) and Special Mission Aviator Instructor (ISMA) requirements
AFI/AETCI/Governance	AFI 38-101, <i>Management of Manpower Requirements and Authorizations</i> ; AFMAN 38-102, <i>Manpower and Organization Standard Work Processes and Procedures</i> ; AFI 65-503 <i>US Air Force Cost and Planning Factors</i>
Threshold	Determined by Syllabus, Refly, Production, Student Attrition Rate
Air Force Manpower Determinants	AETC /A1MRM HQAETC.A1MRM.workflow@us.af.mil
Description	Determines manpower for aircraft maintenance overhead, ops/mx support, military training leaders, base operating support functions, etc.

AFI/AETCI/Governance	AFI 38-101, <i>Management of Manpower Requirements and Authorizations</i> AFMAN 38-102, <i>Manpower and Organization Standard Work Processes and Procedures</i> ; AFI 65-503 <i>US Air Force Cost and Planning Factors</i>
Threshold	Varied workload drivers (e.g. population, number of occurrence)
Manpower Analysis of Alternatives, Command Guides & Estimates	AETC /A1MRM aetc.a1mt.inbox@us.af.mil
Description AFI/AETCI/Governance	Determine manpower when other methods are not applicable AFI 38-101, <i>Management of Manpower Requirements and Authorizations</i> ; AFMAN 38-102, <i>Manpower and Organization Standard Work Processes and Procedures</i> ; AFI 65-503 <i>US Air Force Cost and Planning Factors</i>
Threshold	Applicable to requesting organization/unit
Support Acquisition/Sustainment	Equipment AETC/A4RM AETC.A4R.Workflow@us.af.mil
Description AFI/AETCI/Governance	A validation strategy and operational process to identify gaps in equipment requirements and risk associated with identified shortfalls for Basing (e.g. weapon system change, organization change, unit movement, non-AF entity requests, and/or any special interest actions) and Sustainment actions to current AETC mission requirements.
Threshold	AFI 23-101, <i>Materiel Management Policy</i> AFMAN 23-122, <i>Materiel Management Procedures</i>
Vehicle Acquisition/Sustainment	AETC/A4RM AETC.A4R.Workflow@us.af.mil
Description AFI/AETCI/Governance	Vehicle requirements and risk associated with identified shortfalls for Basing (e.g. weapon system change, organization change, unit movement, non-AF entity requests, and/or any special interest actions) and Sustainment actions to mission requirements.
Threshold	AFI 24-302, <i>Vehicle Management</i> All equipment is based on performance thresholds for each requirement
New Capabilities/Recapitalization Equipment/Systems modifications and contract support services	Readiness Efforts; AETC/A4S aetc.afs.workflow@us.af.mil
Description	Identifies gaps in capabilities required to support the AETC and Force Development mission(s) and validates requirement(s) to fill or mitigate such Anti-Terrorism Vulnerabilities / gaps.

AFI/AETCI/Governance Threshold	DODI 2000.16/ AFI10-245 and AETC Sup1 <i>Antiterrorism Program Implementation</i> Identified within instructional guidance
AF MILCON/UMMC/FSRM Approval Process Description AFI/AETCI/Governance Threshold	AETC/A4PYC UDG AETC A4C@us.af.mil AF/AFCEC level approval of MILCON, UMMC, and FSRM projects for entire AF HQ USAF Program Action Directive (PAD) 14-04. NOTE: 6 Mar 20, AETC/CC directed all FSRM, UMMC, and MILCON lists will be briefed up to the Council level. UMMC Threshold \$2M-\$6M
CAM Governance Process Description AFI/AETCI/Governance Threshold	AETC/A4PYA AETC/LGYRA@us.af.mil Advocate for Weapons System Sustainment Funding for T-1, T-6, T-38, TH-1H, Academy & Training Systems AFMAN 63-143 <i>Centralized Asset Management Procedures</i> None
I&MS Corporate Process Description AFI/AETCI/Governance Threshold	AETC/A4PYM AETC/LGYRM@us.af.mil POM for all Base Operating Support pay and non-pay requirements HQ USAF Program Action Directive (PAD) 14-04 N/A; disconnects are rolled up to the Enterprise Level; therefore, AFIMSC does not set a minimum for requirements
Requirement Oversight (ROC) Description AFI/AETCI/Governance Threshold	Committee AETC /A5XS aetc.roc.workflow@us.af.mil The Requirements Oversight Committee (ROC) is used to validate capability gaps and requirements to ensure requirement owners adequately justify their need before competing for AETC funding, whether in execution year or Program Objective Memorandum (POM), all initiatives must have a validated requirement. AETCI 10-602 <i>AETC Capability Requirements Development</i> ; Procedural guidance for AETC requirements development is published at https://usaf.dps.mil/teams/aetc-hq-a589/A5X/A5XS/ROC/SitePages/Home.aspx . All unclassified, collateral, compartmented, and special access programs within AETC and the E&T SCF who are seeking to fund an initiative or recapitalize an existing program/process with the potential to exceed \$250,000 in a single year or \$1,000,000 across the Future Years Defense Program (FYDP) (case-by-case for Services acquisition) or is deemed a special interest item within the command.

Services Acquisition Requirement Approval Documents (RADs)	AETC /A5XS AETC.A5XS.Workflow@us.af.mil
Description AFI/AETCI/Governance Threshold	Staffing process (Contract Support Services) to complete RAD worksheet, collect required information and staff to applicable Requirements Approval Authority (RAA) AFI 63-138 <i>Acquisition of Services</i> , AETC-AFPEO/CM Services Management Agreement IAW AFI 63-138 <i>Acquisition of Services</i> , AETC Services Management Agreement (SMA) and AETC/CC Delegation Memo
Equipment/System Management (AF Form 1067)	AETC /A5XR aetc.af1067.mods@us.af.mil
Description AFI/AETCI/Governance Threshold	Provides validation/approval authority through a liaison and staffing process for all modification proposals (aircraft and training systems) using the AF Form 1067. AFI63-101/20-101_AETCSUP <i>Integrated Life Cycle Management</i> IAW AFI63-101/20-101_AETCSUP <i>Integrated Life Cycle Management</i>
Force Structure	AETC /A8PB aetc.a8pb@us.af.mil
Description AFI/AETCI/Governance Threshold	Program Change Requests (PCRs) used to realign Air Force resources outside of the normal planning, programming, budgeting and execution (PPBE) cycle. AFI 16-501 <i>Control and Documentation of Air Force Programs</i> IAW AFI 16-501 <i>Control and Documentation of Air Force Programs</i>
Strategic Basing	AETC /A8PB aetc.a8pb@us.af.mil
Description AFI/AETCI/Governance Threshold	Program Plans (PPlans)/Site Surveys/Site Activation Task Force (SATAFs) staffing process to plan and execute AETC basing actions, unit realignments, unit activations or de-activations, and mission beddowns AFI 10-503 <i>Strategic Basing</i> IAW AFI 10-503, <i>Strategic Basing</i>
NOTE. The following processes ARE NOT requirements validation processes but inform them when appropriate:	
Force Development Gateway (FDG)	AETC/A3LD AETC.ForceDevelopment.Gateway@us.af.mil
Description	Designated entry point for FD mission requests. Educates/advises stakeholders how to engage AETC FD services and assistance. Aggregates Division-level reports to provide life-cycle visibility of

AFI/AETCI/Governance	<p>FD requests. Identifies additional FD coordination required to work requests. Participates in FD requirements/acquisition working groups. Works closely with the functional requirement owner (customer) who owns all requirements, processes, decision criteria, etc., related to executing the function to meet mission needs.</p> <p>Force Development Mission Request Framework for Air Education and Training Command</p>
<p>Assisted Acquisitions</p> <p>Description</p> <p>AFI/AETCI/Governance</p>	<p>AETC /A5Q AETC.A5Q.Workflow@us.af.mil</p> <p>Rapid Services Acquisition – assist requirement owners with the development of acquisition documents (e.g. PWS, SOW, etc); provides single end-to-end focus on customer acquisition support.</p> <p>AETCPD 90-9</p>
<p>IT Committee</p> <p>Description</p> <p>AFI/AETCI/Governance</p> <p>Threshold</p>	<p>AETC /A6FS Aetc.a6fs.workflow@us.af.mil</p> <p>The AETC IT Committee, aligned to the AETC Corporate Structure and FD Mission Request Framework, is comprised of senior IT leaders within the command and chaired by the AETC CIO. The purpose of the committee is to ensure IT projects and programs are implemented in an effective and efficient manner while ensuring they align with the organization’s enterprise-wide goals and objectives. The committee will serve as the “IT Services Broker” managing IT stakeholders, IT management and operations across the enterprise. The CIO is the services broker and is responsible for IT strategy, policy, governance, and enterprise business relationship management (BRM) to ensure IT can thrive in a strategic role. The committee will coordinate with the Requirements Oversight Committee (ROC) to receive validated mission IT requirements. The Committee is also responsible for coordinating with the FD Gateway to notify them of any new FD IT requests to ensure proper tracking, management, and validation, as well as IT Service Managers to ensure strategic IT decisions related to the AETC IT Portfolio are vetted through the Committee.</p> <p>AFI 17-110, Information Technology Portfolio Management and Capital Planning and Investment Control / AETC IT Governance Framework.</p> <p>Oversight and validation of all IT spending across the command.</p>
<p>Total Force Associations</p> <p>Description</p> <p>AFI/AETCI/Governance</p> <p>Threshold</p>	<p>AETC /A8PB aetc.a8pb@us.af.mil</p> <p>Staffing process to plan and execute Air Reserve Component Total Force Integration into Air Force missions.</p> <p>AFI 90-1001, <i>Planning Total Force Associations</i></p> <p>IAW AFI 90-1001, <i>Planning Total Force Associations</i></p>

Idea to Innovation (I2I)	AETC/A9 AETC.Innovations.A9A@us.af.mil
Description	Help AETC Airmen tackle problems or exploit opportunities through experiments, rapid prototyping, partnerships, etc. Based on the outcomes of those activities, the innovation owner will engage with the appropriate requirement process.
AFI/AETCI/Governance	Air Force Ideascale_ https://usaf.ideascale.gov.com <i>An Ideation platform that enables all Airmen to submit their ideas</i>

WILLIAM A. SPANGENTHAL
MAJOR GENERAL, USAF
Deputy Commander

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

AFPD 10-6, *Capability Requirements Development*, 06 November 2013

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 63-138, *Acquisition of Services*, 11 May 2017

AFMAN 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFMAN 33-402, *Service Development and Delivery Process (SDDP)*, 25 September 2014

AETCI 16-501, *AETC Corporate Structure*, 21 October 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

Abbreviations and Acronyms

AD—Active Duty

AETC—Air Education and Training Command

AF—Air Force

AFR—Air Force Reserve

AFRIMS—AF Records Information Management System

ANG—Air National Guard

DAF—Department of the Air Force

DOTmLPF-P—Doctrine, Organization, Training, materiel, Leadership, Personnel, Facilities, and Policy

IAW—In accordance with

OPR—Office of Primary Responsibility

POM—Program Objective Memorandum

RDS—Records Disposition Schedule

ROC—Requirements Oversight Committee

ROCM—ROC Memorandum

RWG—Requirement Working Group

SDDP—Service Development and Delivery Process

SME—Subject matter experts

SP3—Strategy, planning and programing process

Terms

Capability—For the purpose of this instruction, a capability is the ability to execute all or part of an assigned mission. The ability to achieve a desired effect under specified standards and conditions through combinations of means and ways across the full spectrum of DOTmLPF-P to perform a set of tasks to execute a specified course of action.

Capability Gap—For the purpose of this instruction, a capability gap is the inability to execute all or part of an assigned mission. The gap may be the result of no existing capability, lack of proficiency or sufficiency in an existing capability solution, or the need to replace an existing capability solution to prevent a future gap.

Corporate Structure—The AETC corporate structure embodies the corporate review process for HQ AETC. It is designed to increase management effectiveness and improve cross-functional decision-making by providing a forum where senior AETC leaders can apply their collective judgment and experience to affect major programs, objectives, and issues with resourcing and/or policy decisions requiring the experience/expertise of the staff as a whole or decisions impacting the majority of the Command and/or its missions.

DOTmLPF-P—The DoD acronym that pertains to the eight possible non-materiel elements involved in solving warfighting capability gaps

- **D**octrine: the way we fight (fundamental principles by which the Air Force guide their actions in support of national objectives)

- **O**rganization: how we organize to fight (Air Force, MAJCOM, Numbered AF, Wing, Group, Squadron, Flight, Section, and Airman)

- **T**raining: how we prepare to fight tactically (basic training to advanced individual training, unit training, joint exercises, etc.).

- **m**ateriel: all the “stuff” necessary to equip our forces that DOES NOT require a new development effort (weapons, spares, test sets, etc. that are “off the shelf” both commercially and within the government)

- **L**eadership: how we prepare our leaders to lead the fight (professional development for Airmen of all ranks)

- **P**ersonnel: availability of qualified people for peacetime, wartime, and various contingency operations

- **F**acilities: real property, installations, and industrial facilities (aircraft hangers, maintenance facilities, government owned ammunition production facilities)

- **P**olicy: DoD, interagency, or international policy that impacts the other seven non-materiel elements.

Validated Capability Gap—For the purposes of this instruction, a validated capability gap is the formal identification, by a formal requirements process (e.g., Requirements Oversight Committee) of the inability to execute all or part of an assigned mission. The gap may be the result of no existing capability, lack of proficiency or sufficiency in an existing capability solution, or the need to replace an existing capability solution to prevent a future gap.

Validated Requirement—(or capability requirement)—For purposes of this instruction, a validated requirement is defined as a course of action or solution that has been approved by a formal requirements process (e.g., Requirements Oversight Committee) to fill or mitigate a capability gap.

Requirement Owner—The individual who identifies a potential capability gap impairing the ability of one or more AETC units to accomplish their assigned mission.