

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
MANUAL 21-109**



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**Maintenance**

**MISSION DESIGN SERIES COUNCIL –  
ACS REQUIREMENTS REQUEST  
PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements AFPD 21-1, *Maintenance of Military Materiel*. This manual provides deliberate steps necessary to prepare funding requests through National Guard and Reserve Equipment Appropriation (NGREA) to improve Unit Equipped Maintenance organizations' knowledge and participation in NGREA. This manual applies to HQ AFRC/A4M, Numbered Air Force (NAF) A4Ms staff and Unit Equipped Maintenance Groups (MXG). This manual does not apply to the Air National Guard (ANG), Regular Air Force, or US Space Force. Refer questions for interpreting this manual to AFRC/A4M ([afrc.a4m@us.af.mil](mailto:afrc.a4m@us.af.mil)), Maintenance Policy and Procedures. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes concerning this publication from the field through the appropriate functional chain of command and NAF, to HQ AFRC/A4M ([afrc.a4m@us.af.mil](mailto:afrc.a4m@us.af.mil)), Maintenance Policy and Procedures, using the DAF Form 847, *Recommendation for Change of Publication*. 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 DAFMAN 90-161, *Publishing Process and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or to the OPR for non-tiered compliance items. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include updated process, terminology, OPR contact information, and SharePoint site links.

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**1. GENERAL INFORMATION.**

1.1. National Guard and Reserve Equipment Appropriation (NGREA). Congress established the NGREA with the intent to enhance readiness and combat capability of the Reserve Components. NGREA is a three-year appropriation equivalent to AF 3010/3080 procurement dollars (the only AFRC source of discretionary investment/procurement funding) used to support AFRC equipment and vehicle upgrades, modifications, and procurement that addresses enhancing mission support and capability gaps. According to law, the appropriation cannot be spent by or for the Active Component. NGREA is not meant to offset Active-Duty requirements but to enhance the Reserve Components, which are historically underfunded in the Planning, Programming, Budgeting and Execution, (PPBE) prioritization. The appropriation amount varies from year to year and is not the result of the Program Objective Memorandum (POM) inputs.

**2. MISSION DESIGN SERIES (MDS) COUNCIL.**

2.1. The focus of the MDS Council: To open lines of communication between the HQ AFRC Maintenance Division and the units; highlight equipment shortfalls that exist; build the justification for NGREA funding to fortify unit readiness.

2.2. HQ AFRC/A4M will create and maintain the MDS Council. **(T-2)**

2.2.1. The primary MDS Council members will be:

2.2.1.1. HQ AFRC/A4MS – Chair

2.2.1.2. HQ AFRC/A4MA – Deputy Chair/WSM representative

2.2.1.3. HQ AFRC/A4PR – Agile Combat Support (ACS) NGREA Program Analyst

2.2.1.4. 4 AF/A4M

2.2.1.5. 10 AF/A4M

2.2.1.6. 22 AF/A4M

- 2.2.1.7. Two representatives (MDS Representatives) as the MDS Subject Matter Experts (SME) except in the special case of C-130s and the numerous variants in the command. The NAF/A4M shall select the SMEs for each MDS assigned to their NAF.
- 2.2.2. The following are invited participants of the MDS Council:
  - 2.2.2.1. HQ AFRC/A4PR – Branch Chief
  - 2.2.2.2. HQ AFRC/A4RX
  - 2.2.2.3. HQ AFRC/A5R
- 2.3. The MDS Council will meet Quarterly via a combination of in-person events and teleconferences. **(T-2) Note:** The Council's opportunity to meet face-to-face should occur during the Combat Planning Council (CPC) and Weapons and Tactics Council (WEPTAC) venue. All other Council meetings should be teleconference.
- 2.4. Council members should attend their respective CPCs and all primary members of the council should attend WEPTAC.

### **3. RULES OF ENGAGEMENT.**

- 3.1. Only MDS Council members identified in section 2 will call into the MDS Council meetings. **(T-2)**
  - 3.1.1. Unit officers will not participate in the MDS Council meetings unless selected as the MDS Representative. **(T-2)**
- 3.2. Representation for each MDS is required during each MDS Council teleconference. In the event the teleconference is cancelled, a contingency plan will be developed. **(T-2)**
- 3.3. Teleconference etiquette will be discussed at the beginning of each meeting. **(T-2)**
- 3.4. Council members will not discuss classified topics at the MDS Council meetings. **(T-2)**
- 3.5. Council meeting will be used to review the current list of requirements and rack and stack a list of appropriation request with new additions during all council meetings, except during WEPTAC. **(T-2)**

### **4. RESPONSIBILITIES.**

#### **4.1. MDS Council Chair/Deputy will:**

- 4.1.1. Maintain role as A4M's liaison to the ACS NGREA Program Analyst. The MDS Council will help to keep HQ AFRC/A4M and HQ AFRC/A4P tuned in on the requirements while preparing the units to improve their readiness. **(T-2)**
- 4.1.2. Facilitate the teleconferences and help the NAF A4Ms in the planning of meetings and breakout sessions at CPCs and WEPTAC. **(T-2)**
- 4.1.3. Coordinate teleconference line or TEAMS link and send out meeting invites to all primary and invited participants. **(T-2)**
- 4.1.4. Ensure the selected individuals are available during the meetings and keep everyone on task. **(T-2)**
- 4.1.5. Ensure all the primary members of the MDS Council receive an invite to WEPTAC. **(T-2)**

4.1.6. Organize and lead a breakout for the council during WEPTAC to address AFRC specific NGREA topics. **(T-2)**

**4.2. ACS NGREA Program Analyst:**

4.2.1. Gather Maintenance related NGREA submissions from MXGs HQ AFRC divisions. **(T-2)**

4.2.2. Determine if needed equipment and vehicles are eligible for NGREA or the request follows a different process for appropriations. Provide a final layer of vetting before approval by the HQ AFRC/A4. **(T-2)**

4.2.3. Ensure all initiatives eligible for NGREA are submitted for AFRC/A4 approval using the ACS CPC process. **(T-2)**

4.2.4. Communicate any update of the NGREA process with the MDS Council members.

**4.3. NAF A4M will:**

4.3.1. Make the primary and alternate MDS Representative selections. The SMEs selected to be MDS Representatives must fill the role for no more than three years. **(T-2)** Units will submit potential representatives to their respective NAF for consideration. **(T-2)** There are no Maintenance AFSC restrictions on who can fill the MDS Representative position. **Note:** MDS Representatives should be an S/NCO with the capacity to organize and gather info from maintenance organizations supporting the MDS they oversee. Technical expertise in the equipment being pursued through NGREA is not required but is a plus. Additionally, value is placed on the ability to gather necessary information to properly depict the current situation, desired end state and possible benefits of the desired end state.

4.3.2. Participate in each teleconference and respective CPCs. **(T-2)** They will also assist the MDS Representatives and unit leadership in understanding how to develop their requirements. **(T-2)**

4.3.3. Work with the unit(s) to select a champion to interface with HQ AFRC throughout the execution of the funds if an initiative is or is likely to be funded. **(T-2)** **Note:** Due to the lengthy process of planning and execution, it is not required to have the MDS Representative who previously identified the mission capability shortfall to be the champion during execution of funds. A champion for the initiative is the Point of Contact that should see through to the end the procurement and employment of NGREA funded item at their unit.

4.3.4. Review NGREA packages prior to transmission to the MDS Council. **(T-2)**

4.3.5. Organize and lead the Maintenance Breakout at their respective CPC. **(T-2)**

4.3.5.1. During the Maintenance Breakout at CPC, the NAFs will rack and stack their ACS submissions for the NAF A4 to review. **(T-2)**

4.3.6. Work with MDS Representatives and various unit leadership to identify mission capability shortfalls. **(T-2)**

**4.4. MDS Representative will:**

4.4.1. Develop the Requirements Data Sheet (RDS) while working alongside the unit leadership. **(T-2)** See the RDS template on the A4PR NGREA SharePoint site @ [https://usaf.dps.mil/sites/AFRC-A4/A4P/A4PR/ACS\\_CPC/SitePages/Home.aspx](https://usaf.dps.mil/sites/AFRC-A4/A4P/A4PR/ACS_CPC/SitePages/Home.aspx).

4.4.2. Forward initiatives and background info to respective NAF A4Ms for review two weeks prior to the teleconference. **(T-2)**

4.4.3. Brief initiatives during the teleconference and at the CPC; be ready to discuss the initiatives at WEPTAC. **(T-2)**

4.4.4. Attend their respective CPCs and WEPTAC. **(T-2) Note:** Units should participate in their respective NAF CPCs especially if an initiative affects the MDS they operate.

4.4.5. MDS Representatives will fill the role for no more than three years. **(T-2)**

#### 4.5. Units must:

4.5.1. Ensure their support equipment and vehicle authorizations are correct, are coded correctly, readiness reporting is correct, and support equipment and vehicles are on order. **(T-2) Note:** HQ AFRC/A4PR and A4RM will utilize this info to help address equipment and vehicle shortages.

4.5.2. Must submit candidates for selection as MDS council representatives to their NAF/A4M. **(T-2)**

### 5. RACK AND STACK PROCESS.

5.1. MDS Council will informally rack and stack initiatives during the MDS Council teleconference. **(T-2) Note:** Those items which are last minute add-ons and were not reviewed by the NAF A4M prior to discussion during the MDS Council teleconference will not be part of the rack and stack process of the current session as there may be more research needed.

5.1.1. Prioritize appropriation request by rating the risk of not having a capability resulting in the shortfalls to mission execution:

5.1.1.1. Mission Critical (MC) – Mission cannot be accomplished without this capability; or Mission Failure/Loss of life due to lack of capability.

5.1.1.2. Mission Essential (ME) – Mission accomplishment still possible, but severely degraded or significant risk taken.

5.1.1.3. Mission Desired (MD) – Mission accomplishment will be enhanced, or risk reduced; capability is basis for system of preference.

5.1.2. Develop a list of priority requirements during the teleconference and prepare to explain your priorities at CPC.

### 6. OTHER CONSIDERATIONS IMPACTING NGREA.

6.1. Support Equipment (SE). This is SE that you are authorized to have and can be put on order through standard systems.

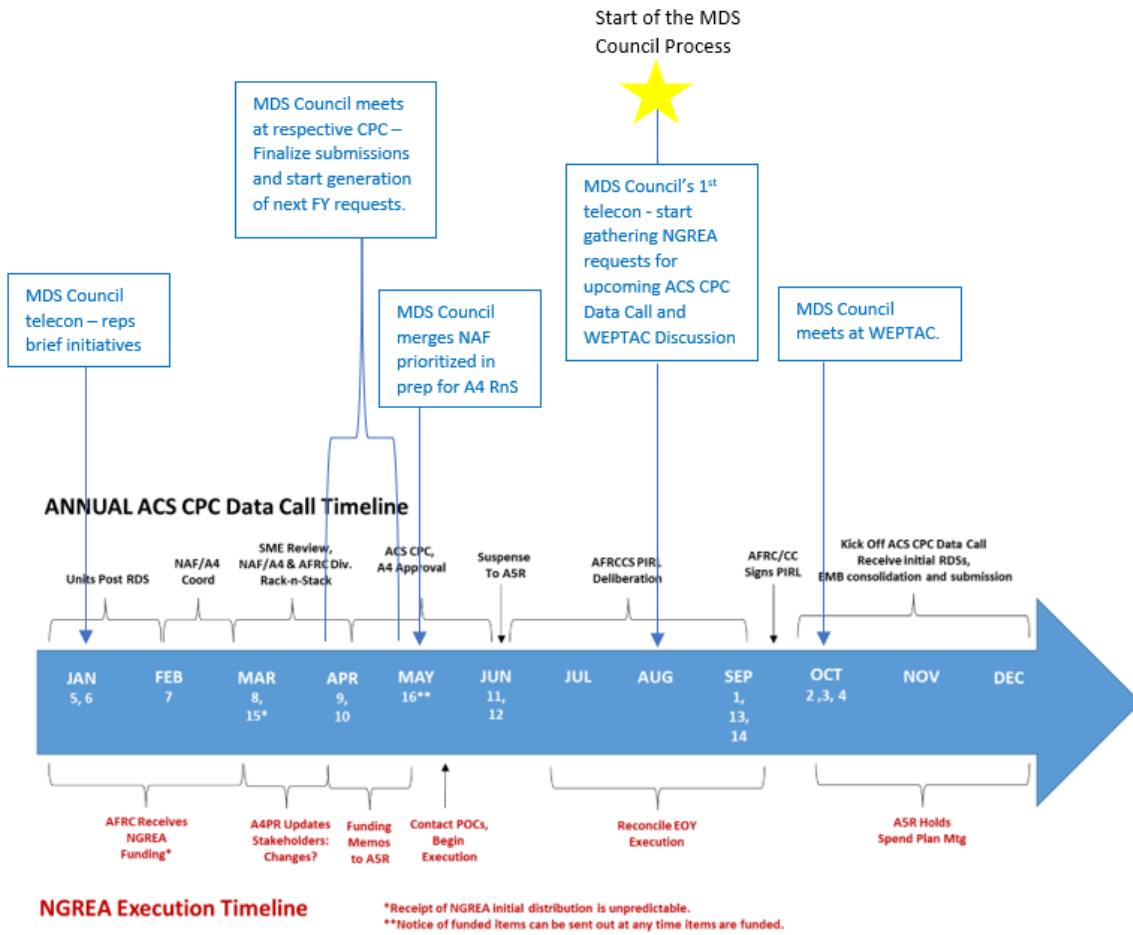
6.2. Mission Equipment. This would be SE determined by RDS submissions, that is not orderable through standard systems. Generally procured off the commercial market through base level contracts or even centrally contracted through HAF or HQ AFRC. These are items

that we do not replace often, for example paint booths, cribbing, sun-shades, specialized stands, Nondestructive Inspection (NDI) equipment, etc.

6.3. High Interest Items. There may be some things that should be provided by the Lead Command or a System Program Office (SPO) but are not procurable (for example C-17 Engine Stands). These are big ticket items that might already have Senior Leader's attention. Once identified by the MDS Representative will be determined by the MDS Council if they warrant their own line item in the ACS NGREA list.

6.4. See ACS Requirements Process Guide on A4PR NGREA SharePoint site for NGREA criteria, cost threshold information and requirements build process @ [https://usaf.dps.mil/sites/AFRC-A4/A4P/A4PR/ACS\\_CPC/SitePages/Home.aspx](https://usaf.dps.mil/sites/AFRC-A4/A4P/A4PR/ACS_CPC/SitePages/Home.aspx).

Figure 1. MDS Council Timeline of Events.



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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 21-1, *Maintenance of Military Materiel*, 1 August 2018

DAFMAN 90-161, *Publishing Process and Procedures*, 15 April 2022

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AATC**—Air National Guard Air Force Reserve Command Test Center

**ACS**—Agile Combat Support

**ANG**—Air National Guard

**CPC**—Combat Planning Council

**MC**—Mission Critical

**MD**—Mission Desired

**MDS**—Mission Design Series

**ME**—Mission Essential

**NGREA**—National Guard Reserve Equipment Appropriation

**PIRL**—Prioritized Integrated Requirements List

**POM**—Program Objective Memorandum

**RDS**—Requirement Data Sheet

**SE**—Support Equipment

**SPO**—System Program Office

**WEPTAC**—Weapons and Tactics Council

***Terms***

**Weapons and Tactics Council (WEPTAC)**—A collaborative venue where the Air Reserve Component meet to develop requirements which must address shortfalls in capabilities to support a mission. This is primarily organized by the Air National Guard Air Force Reserve Command Test Center (AATC) alongside the ANG/A5R. The primary objective of WEPTAC is to prepare

the Executive Outbrief slides to brief the Director of Air National Guard and Commander of Air Force Reserve and gain their approval.

**Combat Planning Council (CPC)**—AFRC's venue to develop, rack and stack and present requirements presented to the NAF/CC and ACS Lead (A4). This is a pivotal step in the development of the AFRC PIRL and Reserve Modernization Book. During this time changes in Tactics, Techniques and Procedures may also be discussed. All MDSs within the respective NAF are represented by both Operations and Maintenance personnel from the field.