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AIR FORCES SPECIAL OPERATIONS  
COMMAND**

**AIR FORCE SPECIAL OPERATIONS  
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**Acquisition**

**MODIFICATION MANAGEMENT**

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This instruction implements AFI 63-101/20-101, *Integrated Life Cycle Management*. This publication aligns its guidance with AFI 63-101/20-101, *Integrated Life Cycle Management*; AFSOCI 10-601, *Operational Capability Requirements Development and Service Requirements, Process*; AFI 63-104, *The Seek Eagle Program*; AFI 65-601V1, *Budget Guidance and Procedures*, and AFI 99-103, *Capabilities- Based Test and Evaluation*. This AFSOC Instruction establishes requirements for the AFSOC Modification Management program. It dictates the steps to take on making weapon system modification changes on all AFSOC assets via submitting the AF Form 1067, *Modification Proposal*, or Engineering Change Proposals (ECPs). It also establishes how to conduct the AFSOC Configuration Review Board (CRB) and describes responsibilities of all those involved in the modification management process. 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This AFSOCI applies to the Air National Guard (ANG), Air Education Training Command (AETC) and United States Special Operations Command (USSOCOM) regarding how they interact/integrate with the AFSOC modification proposal process. This instruction does not apply to Air Force Reserve Command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

AFSOC/A4M is the waiver authority for the provisions in this instruction. Waiver requests shall contain compelling justification and must be submitted formally through AFSOC/A4MX. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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## Chapter 1

### GENERAL INFORMATION

**1.1. Document Scope & Duration.** This publication describes how AFSOC manages all modification proposals of its weapon systems and identifies key roles and responsibilities. The AFSOC modification process covers the entire lifecycle of a modification. For example, Temporary modifications (Type T-1 or T-2) status tracking goes from submission to closure, or when replaced by either a refreshed Temporary or Permanent Modification. Tracking of Permanent (P) / Permanent-Safety (P-S) modifications are closed by either a Time Compliance Technical Order (TCTO) or by CRB direction. This can include the need for continued modification approval for uniquely configured aircraft (Trial Install/Kit Proof) even after TCTO is released but not yet TCTO compliant.

**1.2. Identification of Office of Primary Responsibility.** AFSOC/A4MX is the command's single point of contact for modification management. A4MX ensures a disciplined process of requirement validation and record keeping for modification proposals initiated through the submission of AF Form 1067 or ECPs. A4MX assists System Program Office (SPO) Configuration Management (CM) department to accurately gather, record, report, coordinate, and make all modification approval documents available to customers worldwide, as well as assistance with Operational Safety, Suitability, and Effectiveness (OSS&E).

**1.3. Records Repository.** The most technologically advanced method available will be used to process and hold aircraft modification records and associated documentation so they are available online to internal and external AFSOC customers.

1.3.1. Product for Improved Modification Proposal–Processing (PIMP-P). PIMP-P/Mod Tracker is a database with embedded attachments in each detailed record. A4MX assists AFLCMC organizations in maintaining Configuration Management of AFSOC aircraft for every Mission Design Series (MDS) aircraft in the AFSOC inventory, capturing activity for modifications up to Secret level. There are views in PIMP-P to identify modifications by year, MDS, program, and a Search Tool with a rapid refresh rate to ensure new records appear in results sooner than other AFSOC SharePoint sites. Read-Only access is limited by A4MX to specific groups, and Global Address List Common Access Card (CAC) holders have Read-Only access if they know the specific site location. Weapons System Integrated Product Team (WSIPT) members or Action Officers (AOs) may request Power User/Contributor rights from A4MX Configuration Manager (CM), which allows record editing and file upload/deletion. However, Power Users cannot create new modification records. This is a role reserved for site owners only.

1.3.2. Classified Modifications. Secret level modifications are sanitized to a NIPR appropriate title or use a generic name (System A through Z) if possible. Any deemed to justify classification higher than NIPR appropriate are maintained physically and electronically by the associated WSIPT for that MDS aircraft in their secured facility, based on classification per the respective Security Classification Guide for that weapon system. For modifications above NIPR level the generic name is staffed through CRB workflow in NIPR, and typically briefed to limited cleared participants, typically at the end of a CRB. Only the CRB voting sheet is part of the PIMP-P record in these cases (optional, it may be kept with other WSIPT data) and all other entries refer contact to the Office of Primary Responsibility (OPR) for the classified

1067, typically the WSIPT Point of Contacts (POCs). A placeholder SOC number is used in these cases and the modification is emailed to SPOs via the appropriate secure means corresponding to classification.

## CHAPTER 2

### MODIFICATION MANAGEMENT

**2.1. Modification Management Overview.** Modifications are changes to hardware or software to satisfy an operational mission requirement by removing or adding a capability or function, enhancing technical performance or suitability, or changing the Form, Fit, Function, and Interface (F3I) of an in-service, configuration-managed AF asset. Modifications can 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. This chapter applies to weapon systems or other designated systems, subsystems, and items requiring additional configuration control.

**2.2. AF Form 1067 Applicability.** This form 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 Acquisition Category (ACAT) II programs. The AF Form 1067 provides a means to track modification proposals through the approval/funding process, and to initiate actions 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 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.

2.2.1. AF Form 1067 Modification Proposal Scope. Modifications proposals should be written with a broad, programmatic, and overarching approach whenever possible. This will avoid processing an additional AF Form 1067 at scheduled program phases. Authors should consider core AFI aspects that allow for prerequisite testing prior to approval for operational use of either permanent or temporary type T-1 modifications without the need for a separate T-2 AF Form 1067, unless it conflicts with an existing publication/clause

**2.3. Modification Types.** There are two primary types of modifications: Temporary and Permanent.

2.3.1. 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 modifications are managed using temporary modification baselines and additional supporting documentation attached to the modification proposal for review, approval, and potential future transition to a permanent modification. Temporary modification proposals are validated, reviewed, and approved as described in AFI 10-601 and this instruction. There are two kinds of temporary modifications: Temporary-1 (T-1) and Temporary-2 (T-2).

2.3.1.1. T-1 temporary 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 specifies the number of units to be modified, duration of installed T-1 modification, and plans for removing the modification and converting it to a permanent modification.

2.3.1.2. 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.

2.3.1.3. T-1 modifications are normally accomplished and supported locally by AFSOC or a 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.

2.3.1.4. The SPO/Program Manager (PM) ensures all T-1 modifications do not compromise system capability and performance. This includes the SPO/PM conducting tests, in conjunction with the appropriate lead Command test organization, to ensure previously approved operational safety, suitability, and effectiveness of a T-1 modified asset is not compromised.

2.3.1.5. T-1 modification proposals are validated via AFSOC CRB, approved by the SPO/PM, and certified by the Lead/Using Command. Requests must include clear and compelling evidence that shows why the temporary modification is needed to support mission requirements. The request will be coordinated through the Lead/Using Command to the SPO/PM within AFMC. T-1 modifications for the Air National Guard (ANG), or if the system to be modified falls under the National Guard and Reserve Equipment Appropriation (NGREA) funding, it will be coordinated through the ANG and Using Command before being sent to the SPO/PM for approval. T-1 modifications with duration of greater than 1 year must be supported by clear and compelling justification/rationale to exceed 1 year.

2.3.1.6. T-1 modifications are not authorized permanent logistics support such as unique 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/Using Command determines these minimum essential logistics support requirements in coordination with the SPO/PM.

2.3.1.7. T-1 modifications may be used to satisfy Urgent Capability Acquisition programs in the Year of Execution.

2.3.1.8. 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 this instruction for converting to a permanent modification. The Lead/Using Command will

provide the SPO/PM with the new approved AF Form 1067 to ensure permanent life cycle management issues such as supportability are addressed.

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

2.3.1.10. T-1 modifications will be removed prior to host weapon system/component input for Programmed Depot Maintenance (PDM) unless otherwise coordinated between the Lead/Using Command and the depot maintenance activity. In the rare situation where a T-1 modification is not removed prior to PDM, the Lead/Using Command 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.

2.3.1.11. 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 to ensure the configuration satisfies the T-1 requirement and preserves the technical baseline.

2.3.1.12. 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/Using Command and documented in AF Form 1067.

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

2.3.1.14. T-2 Temporary Modifications. T-2 modifications are used to evaluate, demonstrate, or exercise the technical performance, effectiveness, and/or the 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 Lead/Using Command-conducted force development evaluation activities. An AF Form 1067 is required for T-2 mods. T-2 modifications to ANG systems, or if the system uses NGREA funding, will be coordinated through the ANG and Using Command before SPO/PM approval. If applicable, document how aircraft airworthiness assessment and release will be addressed for the T-2 modification.

2.3.1.15. The SPO/PM, the Lead/Using 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.

2.3.1.16. The SPO/PM, Lead Command, and test organization may create a single T-2 modification proposal that covers a specified period of time or series of integrated test activities for the purpose of conducting incremental hardware and software 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 the SPO/PM, Lead

Command, and test organization 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. It also allows for testing of current aircraft stores used in a new configuration or on different platforms. In all these cases, the SPO/PM, Lead Command, and test agency should collaborate to maintain accurate and up-to-date configuration control of affected test assets, and to coordinate specific materiel installation requirements and activities.

2.3.1.17. T&E organizations and Lead/Using Commands assist the SPO/PM to ensure safety and performance 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.

2.3.1.18. T-2 modifications are maintained on the test asset(s) for as long as necessary to complete T&E activities specified in approved test plans. The asset is then removed and returned 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 authorizes retention or removal of instrumentation data collection and other support equipment on test assets during T-2 modification proposal review, validation, and approval processes.

2.3.1.19. T-2 modifications will be removed prior to host weapon system/component input to depot activities for programmed depot maintenance unless previously coordinated by the Lead Command/using organization. By exception, if the T-2 modifications are not removed prior to PDM input, the Lead Command/using organization will coordinate with the depot facility to update the work package with the T-2 modification details and ensure the modification does not interfere with the PDM activity and that PDM actions do not alter the installed modification.

2.3.1.20. 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/Using Command, in coordination with the SPO/PM, determines 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.

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

2.3.2.1. Permanent modification efforts will comply with all program requirements commensurate with the respective program's ACAT level. The permanent modification baseline and additional documentation will be managed by being attached to the modification proposal for review and approval; then attached or included with the appropriate existing acquisition program documentation.

2.3.2.2. 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 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 test assets/aircraft.

2.3.2.3. Permanent modifications are only accomplished in response to an approved AF Form 1067 or capability requirements document as described in AFI 10-601. The SPO/PM 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 SPO/PM will limit expenditures to the modification financing allowed by AFI 65-601 Vol. 1, 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.

2.3.2.4. 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 SPO/PM, and AFSOC/A5R and A4MX, as described in AFI 10-601 and this instruction.

2.3.2.5. 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.

2.3.2.6. Permanent modifications will be provided full logistics support (e.g., spares, support equipment, technical data, IUID, serialized item management, etc.) commensurate with the host system or component maintenance concept and product support strategy/plans.

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

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

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

2.3.3.1.1. The underlying deficiency has been determined by the SPO/PM to be a “high risk” of causing a mishap as defined in MIL-STD-882E.

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

2.3.3.1.3. The Chief of AF Safety concurrence with the Lead Command’s designation as a safety modification.

2.3.3.2. Safety modifications will be given priority for funding and implementation over all other pending modifications.

2.3.3.3. Safety modifications which implement FAA-issued airworthiness directives and Service Bulletins will comply with AFD 62-6 and 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.

2.3.4. Special Access Program Aircraft Modifications. AFSOC/A3 is responsible for all modifications to special access program aircraft through an independent process. A4MX will track progress for information only and to aide in AF level processing.

**2.4. Modification Duration/Conflict/Exit Strategy.** Duration, quantity, and implementation plans must not conflict with other publications/guidance nor substitute for a permanent modification and must comply with Title 10, USC 2244a. T-1 modifications exceeding one year that do not have validated urgent operational need must include an exit strategy/transition to a Permanent modification. An AF Form 1067 without an exit strategy, when reviewed by A4MX, will be returned to the originator/submitted agency within three (3) business days of discovery for rewrite.

2.4.1. T-1 Modification Duration. Each Form 1067 must identify the number of aircraft/weapon systems and intended duration (life cycle) in Block 10. If no duration specified in the modification proposal, it will expire in one year. Expectations for maximum duration of a T-1 modification without refresh is two years but may be approved for any period up to MDS retirement or any period acceptable to AFSOC/A4M and the AFSOC CRB to satisfy ongoing operational needs in Block 18 Remarks Section of the AF Form 1067.

**2.5. Joint MDS Limitations.** Ideally, each AF Form 1067 is written with one MDS aircraft. However, on some occasions, these forms may include more than one MDS aircraft only if all variants are managed under a single SPO Single Manager (SM)/System Program Director (SPD) subject to one Configuration Control Board (CCB) approval authority. (See AFLCMC/WI Memorandum of Agreement 2.)

**2.6. Stratification of Originator and Part I Authority.** The AF Form 1067 originator in Block 1 must be in the same Chain of Command as the Originating Organization authority that signs Part I of the form, or the form will be returned to the submitter/originating authority for correction. The signature authority in Part I must be an AFSOC Directorate, SPO Integrated Product Team 3-letter

or Group Commander/Deputy Group Commander (or equivalent if the submitting unit does not have a Group above it).

**2.7. Priorities.** Modification proposals are forwarded to the SPOs/Lead Command with certain priorities (**Table 2.1**, Priority Response Times in Calendar Days - Budgetary Cost Information (BCI)) which shows AFSOC's response time expectations from SPOs. These times below start when the AF Form 1067 is assigned to the organization performing the cost estimation. These times, however, do not account for time required under current Memorandum of Agreement 2 for AFLCMC panel review that assigns an organization to maximize use of resources. Selection of a specific priority is the responsibility of the WSIPT's AO/Modification Advocate and it must be included in CRB Summary Slides. This same priority criteria can apply to the cost estimates requested by exception for Temporary modifications.

2.7.1. Routine, Urgent, and Emergency priority criteria. Select a priority from **Table 2.1**, noting higher level authority required for expediting responses faster than routine.

**Table 2.1. Priority Response Times in Calendar Days - Budgetary Cost Information (BCI)**

BCI Type/Level	Routine	Urgent *	Emergency **
I	15	7	5
II	30	15	10
III	60	30	15

NOTE: Consult AFLCMC/WIU Process Guide for BCI Level Criteria. These are target dates for routine estimates  
 \* Requires WSIPT Lead endorsement      \*\* Requires 2-ltr Division endorsement

## Chapter 3

### AFSOC CONFIGURATION REVIEW BOARD (CRB)

**3.1. Purpose.** The CRB reviews all requirement changes and any significant technical configuration changes that may result in cost and schedule impacts to the program. It validates modification proposals which are sent to SPO/SD/SPO/PM to provide them an opportunity to propose changes with supporting rationale that addresses operational implications which may be necessary to achieve affordability or that will result in a more cost effective product. The CRB reviews costs and recommendations from the WSIPT and determines if the modification proposal(s) should be funded. If funding is recommended, the approval authority signs Part V of the AF Form 1067. Signature authority for Certification varies based on total program cost and is periodically rebalanced by AFSOC/CV so the CRB, AFSOC Requirements Board, and AFSOC Board Council can review the appropriate mix of modifications (see **Table 3.1** extracted from the AFSOC/CV Memo dated 7 Dec 16). Once a program is funded, A4MX will send the certified permanent modifications back to the respective SPD for approval by the CCB. NOTE: This only applies when AFSOC is Lead Command and not when functioning as Using Command.

3.1.1. Temporary Modification Approval Authority and Cost Consideration. Ideally, temporary modifications have a known identified permanent solution that are brought forward by each weapon system's A/O. However, due to AFSOC's high ops tempo, on many occasions, AFSOC CM community may request SPO/SM engineers to develop, design, test, and provide cost for temporary modifications, including T-2 modifications. The CRB Chairman serves as final approval authority for all temporary (T-1 or T-2) modifications that have been approved by the SPO SM/CCB. Once these modifications return from the SPO/SM/CCB, an additional CRB review is not required for final approval as these temporary modifications have already been validated previously. At the CRB Chairman's discretion, higher level coordination/signature for temporary modifications' final approval can be coordinated with the Requirements Board Chairman when the modification total cost is over CRB threshold but below AFSOC Board or Council respective thresholds (see **Table 3.1**).

3.1.2. Software Block Cycle Routine Tier Exemptions. Depending on program cost, routinely funded software and block cycle modifications are exempt from tiered based staffing. If funded, but over CRB threshold of \$2M, the AFSOC Requirements Board Chairman is the primary certifying authority followed by the CRB chairman as alternate authority, providing effort is still under 1067 ACAT II limits. At the time of this publication the ACAT\_II limit is \$83.5M.

**Table 3.1. Approval Authority Thresholds for AF Form 1067 Modification Proposal:**

APPROVAL AUTHORITY		NEW APPROVAL LEVELS	
LEVEL	TOTAL COST	QUANTITY	PERCENT
AFSOC CRB	≤\$2M	215	62%
AFSOC BOARD	≤\$15M	99	29%
AFSOC COUNCIL	≤\$50M	18	5%
AF-A5R	≥\$50M	13	4%
1067 limit 10% ACAT II (\$83.5M in FY18)		345	100%

3.1.3. Returning Modification Proposals. Once the SPO has completed the requested action of approval/cost estimation (or resultant disapproval), Temporary (T-1) or Permanent modifications return to A4MX and are entered into PIMP-P. Once these modification proposal documents are entered into their respective records, they're sent to the respective WSIPT and AO. These teams will ensure the SPO's estimates/plan of action is acceptable, a material solution matches the intent of the modification proposal, it has a funding source identified, and a sustainment plan is supportable for the intended lifecycle. For temporary modifications, they must identify the transition to a permanent modification or include cost of returning the aircraft to its original pre-modification/baseline configuration.

3.1.4. CRB Coordination of SPO FRB/CCB and Airworthiness Documents: SPOs coordinate Configuration Control Board/Flight Release Board (CCB/FRB) documents that require AFSOC/A4 signatures at the time they begin their internal staff coordination so A4MX can staff them concurrently. A minimum of three business days is needed to staff routine modification documents for signature.

3.1.5. Certification and CRB Preparation/Inputs Due: Permanent modifications with SPO's BCI Levels I, II, or III or with existing known estimates as a result of CRB validation, are sent to the respective AFSOC WSIPT(s) and/or AO(s) for team coordination. The required documents to be delivered by noon the Wednesday prior to the next CRB meeting are AF Form 1067 with parts I, II or III (Using or Lead Command) and part IV signed by the SPO/SM/PM, the CRB slides for the proposed modification management, and the CRB checklist.

3.1.6. Walk-Through CRB Validation. If a WSIPT Lead/AO has an urgent modification proposal that cannot wait for the next scheduled CRB, they must contact A4MX to verify the modification proposal is worthy of an expedited CRB validation, a "Walk-Through CRB Validation." A two-letter sponsorship within the WSIPT Directorate/Chain of Command is required to validate the operational urgency. A4MX makes recommendations to AFSOC/A4M who will approve/disapprove the Walk-Through validation plan. By exception, in cases where CRB meetings have been postponed or cancelled, walk-through validations will be considered.

3.1.6.1. Walk-Through Workflow. The WSIPT representative will send the CRB-required documents via email to A4MX for filing in PIMP-P and to prepare the walk-through CRB folder. Required documents include: AF Form 1067, CRB Summary Slides, CRB Checklist and a CRB voting sheet. Walk-Through CRB validation requires the WSIPT Lead/Representative meet with each CRB voting member to brief them about the modification proposal and have the voting member sign the voting sheet. A Directorate 3-letter/representative may sign the voting sheet as well. Once all votes are documented, A4MX and the WSIPT representative brief AFSOC/A4M on the details of the modification and results of the Walk-Through voting. The AF Form 1067 is documented with a need-by date based on warfighter needs in Part III, Block 18 (Remarks) prior to signature.

**3.2. Configuration Review Board Members.** The AFSOC CRB is composed of the following:

3.2.1. Chairperson. Chief, Maintenance Division (AFSOC/A4M) or (AFSOC/A4M1) Deputy Chief, Maintenance Division as modification process owner determines membership and presides over meetings.

3.2.2. Executive Secretary. Programs and Analysis Branch (AFSOC/A4MX), Configuration Manager or their designated representative.

3.2.3. Voting Members. Each AFSOC Director listed has one primary CRB voting member and an alternate representative(s) from:

3.2.3.1. AFSOC/A2X: (Chief, Intelligence, Surveillance Reconnaissance, Plans & Strategies)

3.2.3.2. AFSOC/A3F: (Chief, Test & Evaluation)

3.2.3.3. AFSOC/A3T: (Chief, Operations and Training Division)

3.2.3.4. AFSOC/A3V: (Chief, Standardization & Evaluation)

3.2.3.5. AFSOC/A5K or AFSOC/A5R: (Chief, Strike/ISR Requirements Division or Chief, Mobility Requirements Division)

3.2.3.6. AFSOC/A6X: (Chief, Plans, Policy, & Resources Division)

3.2.3.7. AFSOC/A8P: (Chief, Programs Division)

3.2.3.8. AFSOC/CDT: (AFSOC Systems and Technology Office)

3.2.3.9. AFSOC/SES: (Chief, Systems Safety)

**3.3. CRB Attendance.** Participation in CRB meetings is mandatory for voting members or representatives. In the event that three or more voting members are not present, the CRB Chairman can defer it until the next scheduled CRB. In cases where meetings are held with voting members absent, A4MX will contact those directorate(s) to advise them of their no-show. Those voting members will meet with A4MX in his/her office in person to review the CRB modification proposals and render votes accordingly. If any voting members have questions about a specific modification proposal, the voting member may contact the POC for that modification proposal for clarification prior to any vote being rendered. The CRB Chairman and CRB members will resolve any voting conflicts during the meeting or voting will be deferred/tabled for that modification.

**3.4. CRB Scheduling.** The CRB meetings are held twice a month, or as needed based on number of modifications awaiting review. The CRB Chairman may designate additional or separate CRB meetings to fulfill the command's requirements. At the time of this publication, the CRB meetings are being held the second and fourth Wednesday of each month.

**3.5. CRB Audience.** CRB meeting attendance is generally limited to voting members, AFSOC staff, and authorized DoD contractors. Additionally, Subject Matter Experts (SMEs) that are specifically required to enhance the CRB's understanding of the specific requirements or mission needs are welcomed as well.

**3.6. CRB Advisors.** CRB advisors are as required based on modification impact and may include Finance, Contracting, and other agencies.

**3.7. CRB Representation/Advocacy.** Modifications without advocates/briefers present at CRB will be tabled for the next scheduled CRB meeting. If at a later date, the proposal is deemed urgent, see [paragraph 2.7.1](#). Walk-Through CRB Validation to process the modification proposal in an expeditious manner.

**3.8. Roles and Responsibilities.** Successful modification staffing relies on pre-coordination within AFSOC staff by WSIPTs prior to a CRB. The following paragraphs describe the general duties performed by different organizations during the modifications process.

3.8.1. AFSOC/A4MX Configuration Management. AFSOC/A4MX Configuration Management () is responsible for record keeping of the command's modification process and conducting the CRB. A4MX is responsible to keep status current for all modifications throughout their lifecycle.

3.8.2. AFSOC/A5K/R Requirements WSIPT Lead and AOs. AFSOC Requirements Directorate Leads, and their designated representative AOs in AFSOC/A5K/R set up separately by MDS, are the primary POCs for defining, planning, sponsoring, advocacy, budgeting program funding that includes associated RDT&E, initial spares and technical data, and coordinating all acquisition and capability modifications. They determine and organize WSIPT membership and administrative aspects (contact/distribution lists, method of coordination). AFSOC/A5K/R WSIPT coordination is required for all modifications prior to CRB for initial validation and those returning with cost data for funding consideration. As a minimum, each WSIPT shall include AO level members from voting CRB directorates along with any other AFSOC staff/agencies impacted by the proposed modification.

3.8.2.1. Lead vs. Own. A5 Leads and their AOs establish teams that other directorates AOs and modification advocates call upon for modification coordination. The WSIPT role in these cases is coordination and contact, not necessarily ownership of each modification on their respective weapons system unless they are also the advocate. WSIPT AOs are the default POCs for A4MX. They are responsible of keeping A4MX informed of the status of all modification efforts associated with their MDSs/weapon systems.

3.8.2.2. WSIPT Pacesetter. AFSOC/A5K/R WSIPT Leads facilitate the pace and priority for modifications and convey this to A4MX for process action in order to meet MAJCOM needs. WSIPT Leads are also responsible to provide all modification documentation via email to A4MX by CRB meeting input deadlines (at time of this publication is at noon the Wednesday prior to the scheduled CRB meeting), and ensure a qualified representative attends the CRBs. The modification proposal documents are as follows: an AF Form 1067 with Part I signed by the appropriate authority, CRB Summary Slides (that follow SharePoint Template), and a signed CRB Checklist.

3.8.2.3. WSIPT Review. The purpose of a WSIPT is to review modifications at AO level, work out any issues prior to the CRB, and provide sufficient technical expertise so the appropriate WSIPT Lead can make informed decisions on modification disposition. The WSIPT Lead is the authority that recommends action to the CRB (validate, disapprove, certify, recommend certification, or close). WSIPT Leads have the authority to close a modification that is no longer required by notifying A4MX.

**3.9. Using Commands.** Using Commands are responsible to up-channel modifications provided by their assigned organizations after staffing through MAJCOM CRB for validation and funding exploration if MDS or Using Command mission/organization is unique. Determining funding solutions for MAJCOM unique modifications is not required by Lead Commands. Forward modifications to Lead Command for CRB validation, cost estimation, and CCB Approval. All AF Form 1067s must be digitally signed in Part I, (Organization Validation) by the associated Group Commander, AFSOC three-letter, or SPO IPT Lead to ensure senior leadership awareness of a submitted requirement. Concurrent staffing by Using Commands may be requested for requirements originating outside of units not in the using Command chain. For example a 193rd SOW (ANG) EC-130J AF Form 1067 would be staffed in-turn through ANG. However, if an

ANG EC-130J requirement is originating at AFLCMC/WIU, it would be staffed through AFSOC and be routed concurrently to the Lead Command validation (ANG CRB) as Using Command. AFSOC's Using Command CRB validation in Part II will be sent to USSOCOM via A5K/R WSIPTs. NOTE: At the time of publishing this instruction, the only aircraft that fall under AFSOC's "Using Command" are Special Mission Aircraft (NSAV/AvFID).

**3.10. Functional Managers/AOs from AFSOC Directorates.** Functional Managers serve as SMEs and ensure all issues, costs, operational, training, test, and logistics concerns are addressed by the WSIPT, CRB, AFSOC Board, or AFSOC Council under a modification effort for their areas of responsibility. An AO is responsible to notify their CRB voting member of any modification impact and concerns prior to CRB review of a modification, provide technical expertise and review modifications for feasibility and supportability, and work with all staff levels and program office personnel if/as necessary during modification lifecycle to ensure quality sustainable program for warfighters.

**3.11. SPO SPD, SM, CCB Configuration Management/Modification Managers.** SPO CM is the single focal point for AFLCMC (or other MAJCOM/Services) for this process. The SPO CM POCs ensure positive configuration control of all modifications. They also uphold OSS&E and provide AFSOC approval/disapproval/cost estimates for all validated F3I changes to a CI in a timeframe that meets a specific MAJCOM and MDS aircraft requirement.

3.11.1. SPO Configuration Management and Meetings. SPO CM provides tracking, status, and accounting and assist AFSOC in Configuration Management and upholding OSS&E by providing accurate documentation of departures from aircraft baseline. SPO CM schedules and hold all meetings associated with modifications (Flight Release Board, Configuration Control Board) and ensures Program Managers and Engineers coordinate documents with AFSOC, and send meeting invites for teleconferences.

3.11.2. Budgetary Cost Information (BCI), Airworthiness & CCB Coordination. SPO CM POCs are responsible to provide a BCI for permanent modifications. Program Offices can provide a BCI for temporary and test modifications and assist with engineering solutions when designs are not known by DoD, or are provided by DoD contractors. The details of the three-tier BCI process (Levels I/I/III) goes beyond the scope of this instruction since it's defined by AFLCMC.

**3.12. AFSOC Modification Process Workflow and Supporting Documents.** AFSOC modification process workflow is shown in simplified overview and detailed step-by-step views for Permanent and Temporary modifications in AFSOC CRB SharePoint Shared Documents. All of these documents are to be prepared by WSIPT Leads/sponsors

3.12.1. CRB Summary Slides. Used to brief CRB meeting attendees on basic aspects of a modification proposal and what actions will be taken if approved or disapproved.

3.12.2. AFSOC CRB Checklist. It captures aspects of a modification proposal that doesn't fit in the AF Form 1067 but are key to the review process for AFSOC staff and SPO during an Engineering Evaluation. The checklist is initiated by the modification proposal POC and is maintained by the WSIPT as the modification proceeds along its lifecycle. Every field on the checklist must be addressed. If it needs to remain blank, "N/A" or "To Be Determined" are acceptable entries. Once completed, the checklist is ink/digitally signed by the WSIPT Lead and AFSOC/A4M functional manager/WSM, scanned, and emailed directly to A4MX by CRB

input cutoff date/time along with Summary Slides and AF Form 1067 with Part I digitally signed. To attain the most current CRB Checklist, contact A4MX.

**3.13. Periodic Reviews.** Modifications must undergo reviews (at least annually) by type of modification, MDS, year, and program. Support will be required by WSIPT(s), AOs, and SPO(s) to ensure accurate status reporting.

**3.14. Status Reporting and Closure of Modifications.** Temporary Modifications may be closed out at any time by WSIPT Leads, AOs, or modification advocates when they are no longer required, test or demonstration periods have ended, and no reuse is required or anticipated. Permanent modifications are usually closed out by TCTO issued after SPO CCB action. Permanent modifications also may also be closed out at any time by WSIPT Leads or their AOs if the program will not be pursued and documented confirmation of a validated requirement not being pursued is included in the modification record. WSIPT Leads, their AOs, or SMEs can recommend closure and A4MX will verify with those above, then close the modification record in PIMP-P.

René Leon, Colonel, USAF  
Director of Logistics, Engineering, and Force  
Protection

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

AFI 63-101/20-101, *Integrated Life Cycle Management*, 9 May 2017

AFI 63-104, *The Seek Eagle Program*, 20 January 2005

AFI 65-601V1, *Budget Guidance and Procedures*, 23 October 2018

AFI 99-103, *Capabilities- Based Test and Evaluation*, 23 October 2018

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

AFSO CI 10-601, *Operational Capability Requirements Development and Service Requirements, Process*, 27 August 2014

***Forms Adopted***

AF Form 847, *Recommendation for Change of Publication*

AFMC Form 244, *T-2 Modification Configuration Control Board Directive*

AF Form 1067, *Modification Proposal*

***Abbreviations and Acronyms***

**ACAT**—Acquisition Category

**ADO**—Assistant Director of Operations

**AFSOC**—Air Force Special Operations Command

**AFSO CI**—Air Force Special Operations Command Instruction

**ANG**—Air National Guard

**AO**—Action Officer

**BCI**—Budgetary Cost Information

**CCB**—Configuration Control Board

**CI**—Configuration Item

**CM**—Configuration Manager

**CRB**—Configuration Review Board

**DO**—Director of Operations

**DR**—Deficiency Report

**ECP**—Engineering Change Proposal

**F3I**—Form, Fit, Function, or Interface

**FCIF**—Flight Crew Information File

**FM**—Functional Manager

**FRB**—Flight Release Board

**FTI**—Flight Test Instrumentation

**JCIDS**—Joint Capabilities Integration and Development System

**MDS**—Mission Design Series

**MOA**—Memorandum of Agreement

**OPR**—Office of Primary Responsibility

**OSS&E**—Operational Safety, Suitability, and Effectiveness

**P-3A Report**—Specific Format Cost Estimate Breakout Used for Modification POM Input

**PIMP-P**—Product for Improved Modification Proposal–Processing (Modification Tracker)

**POC**—Point of Contact

**PM**—Program Manager

**RFP**—Request for Proposal

**ROM**—Rough Order of Magnitude (Budgetary)

**RTO**—Responsible Test Organization (use LDTO instead)

**SM**—Single Manager

**SPD**—System Program Director

**SPO**—System Program Office

**TCTO**—Time Compliance Technical Order

**USSOCOM**—United States Special Operations Command

**WSIPT**—Weapons System Integrated Product Team

**WSM**—Weapon System Manager