

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 63-101**



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Acquisition

MODIFICATION MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 63-1/20-1, *Integrated Life Cycle Management*, and establishes guidance consistent with Air Force Instruction (AFI) 63-101/20-101, *Integrated Life Cycle Management*. This Air Mobility Command (AMC) Instruction establishes guidelines for the AMC Modification Management Process. It applies to AMC units and Using Commands operating aircraft and other systems for which AMC is Lead Command in accordance with (IAW) Department of the Air Force Policy Directive 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*. This publication does apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG). This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed IAW the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual 90-161, *Publishing Processes and Procedures*, for the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR (HQ AMC/A4QI, ORG.AMCA4-17@us.af.mil) for non-tiered compliance items. The use of the name

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SUMMARY OF CHANGES

This instruction was substantially revised and should be reviewed in its entirety. Changes include Configuration Review Board and Requirements and Planning Council process updates.

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Chapter 1

GENERAL INFORMATION

1.1. Document Scope. This publication describes AMC modification proposal management for Air Force systems, subsystems, end items, services, and activities.

1.2. Office of Primary Responsibility. Air Mobility Command Mobility Integration Branch (AMC/A4QI) is the command point of contact (POC) for modification management and configuration control.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Purpose. This chapter defines roles and responsibilities.

2.2. Air Mobility Command Commander (AMC/CC). Approves command strategies and provides intent used to inform the Requirements and Planning Council (R&PC) and Configuration Review Board (CRB) processes. Approves AMC's "1 to N" List of prioritized Mission Design Series (MDS) requirements used by AMC/A5/8 to advocate for funding within the Air Force corporate process.

2.3. Air Mobility Command Director of Operations (AMC/A3). Lead Command validation authority for operational capability and aircrew training system modification requirements (including Temporary Type-1 or T-1/Type-2 or T-2 capability requirements). Validation authority may be delegated to the Deputy Director.

2.4. Air Mobility Command Director of Logistics, Engineering and Force Protection (AMC/A4). Command lead and chair for the CRB. Lead Command validation authority for sustainment and maintenance training system modification requirements (including Temporary Type-1 or T-1/Type-2 or T-2 sustainment requirements). All CRB and requirements-related responsibilities may be delegated to the AMC/A4 Associate Director.

2.5. Air Mobility Command Director of Strategic Plans, Requirements and Programs (AMC/A5/8). Command lead for the R&PC and Program Objective Memorandum (POM) processes. Chairs the R&PC Executive Session. Provides initial approval of the "1 to N" List in conjunction with the other Directors prior to presenting it to the AMC/CC for final approval. Lead Command validation authority for all Mobility Air Forces (MAF) Command and Control (C2) system requirements and Executive Airlift (EA) Mission Communications System (MCS) requirements. Lead Command certification authority for all capability requirements. Certification authority may be delegated to the Deputy Director.

2.6. Air Mobility Command Director of Communications (AMC/A6). Lead Command validation authority for communications requirements other than aircraft, 618 Air Operations Center, and Global Air Mobility Support System hardware requirements. Approves internal Requirements Working Group (RWG) prioritization for each mission system in its portfolio.

2.7. Air Mobility Command Safety (AMC/SE). Command lead and AF Form 1067, *Modification Proposal*, Using Command validation authority for all requirements meeting the AFI 63-101/20-101 safety requirement definition.

2.8. Air Mobility Command Surgeon General (AMC/SG). Command lead and AF Form 1067 Using Command validation authority for all medical requirements requiring coordination outside of SG's specific authority. Using Command validation authority may be delegated to the Deputy Surgeon General (SG2). Lead Command validation for requirements generated by the SG will be accomplished through the A3.

2.9. Air Mobility Command Test and Evaluation (AMC/TE). Command lead, AF Form 1067 Using Command validator and Lead Command certification/approval authority for all Temporary Type-2 or T-2 requirements.

2.10. Air Mobility Command C2 Operations Division (AMC/A3C). Provides an operational capability perspective on C2 requirements. Coordinates requirements with AMC/A3PC.

2.11. Air Mobility Command Resources and Capability Integration Division (AMC/A3P). Provides operational capability requirements Gatekeeper. Coordinates requirements for Lead Command validation by the Deputy A3. Assigns a RWG Co-chair.

2.12. Air Mobility Command Training Operations Division (AMC/A3T). Provides aircrew training systems requirements Gatekeeper. Coordinates requirements for Lead Command validation by the Deputy A3. Prioritizes training system requirements.

2.13. Air Mobility Command Standardization/Evaluation and Readiness (AMC/A3V). Provides technical and operational capability perspective on aircrew requirements. Coordinates requirements with AMC/A3PC.

2.14. Air Mobility Command Maintenance Division (AMC/A4M). Prioritizes maintenance training system requirements.

2.15. Air Mobility Command Mobility Aircraft Division (AMC/A4Q). Provides AMC Lead Command Modification Manager to administer the database used to manage/track all AMC modification requirements. Provides Gatekeeper to coordinate sustainment and maintenance training requirements prior to Lead Command validation by the AMC/A4 Associate Director. Maintains a prioritized sustainment Requirements List for each MDS. Assigns a RWG Co-chair.

2.16. Air Mobility Command Aircraft and Logistics Requirements Division (AMC/A5Q). The command POC for the R&PC and single manager for translating operational requirements into fielded warfighter systems. Maintains a prioritized capability Requirements List for each MDS. Assigns an R&PC Lead. Chairs the 3-Digit R&PC. AMC interface with the system program offices. Manages aircraft requirements after validation through the Defense Acquisition System, the Joint Capabilities Integration Development System, and the Planning, Programming, Budgeting, and Execution system.

2.17. Air Mobility Command System Requirements Division (AMC/A5R). Gatekeeper for MAF C2 system requirements and Electronic Flight Bag (EFB). MAF C2 requirements are validated and prioritized through the MAF C2 System Requirements Council which is governed by its own charter. AMC/A5R assumes AMC/A4 roles and responsibilities for Information Technology AF Forms 1067, Capability Need Statements, or other requirement documents for MAF C2 system requirements and EFB programs.

2.18. Air Mobility Command Plans and Strategy Division (AMC/A5/8X). Provides strategic guidance and operating concepts to guide the requirements prioritization process.

2.19. Air Mobility Command Plans, Policy and Resources Division (AMC/A6X). Provides Gatekeeper for all communications requirements except EA MCS hardware requirements. Coordinates requirements before Lead Command certification by the Division Chief. Chairs the RWG for each mission system in its portfolio. Maintains a prioritized Requirements List for each system.

2.20. Air Mobility Command Programs Division (AMC/A8P). Receives the approved "1 to N" List and Requirements Lists and uses them to develop the AMC POM submission.

2.21. Air Mobility Command Flight Safety (AMC/SEF). Command representative for all flight safety issues associated with modification management.

- 2.22. Air Mobility Command Mobility Test Management Division (AMC/TEA).** Command representative for all modification management test issues.
- 2.23. AMC/A4QI.** AMC/A4QI ensures disciplined requirement validation and record keeping processes for modification proposals initiated by an AF Form 1067. AMC/A4QI helps the System Program Office Configuration Management department process modification documents. AMC/A4QI is also the Gatekeeper for all sustainment and maintenance training requirements.
- 2.24. Air Mobility Command Surgeon General Medical Logistics Readiness Branch (AMC/SGXM).** Medical requirements Gatekeeper. Assigns AMC SG OPR for medical requirements. Ensures coordination with all medical stakeholders.
- 2.25. AMC AFRC Liaison.** Command representative for AFRC modification management.
- 2.26. AMC NGB Liaison.** Command representative for NGB modification management.
- 2.27. R&PC Chair/Co-Chair.** Ensures R&PC process compliance and affords participants the opportunity to express their positions. Approves the meeting minutes.
- 2.28. R&PC Lead.** Assigned by AMC/A5Q. Administers and executes requirements processes. Coordinates operational and administrative issues with R&PC participants before the new cycle. Coordinates and schedules the 3-Digit R&PC and the R&PC Executive Session. Considers recommended R&PC process changes after the R&PC Executive Session.
- 2.29. R&PC Secretariat.** Provides required administrative support in preparation for the R&PC event and assists the Chair with execution of the meeting and staffing of the minutes. The RWG Secretariat is the respective Requirements Manager. The 3-Digit R&PC and Executive Session Secretariat is the R&PC Lead.

Chapter 3

MODIFICATION MANAGEMENT

3.1. Modification Management Overview. Modifications change 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 of an in-service, configuration-managed AF assets. Modifications may retain existing capability, extend service life, correct product quality deficiencies, or retain/restore the functional baseline or performance specification. Modifications may improve the item's operational availability, transform, or modernize defense business systems, or reduce ownership costs. This chapter applies to weapon systems, training systems or other designated systems, subsystems, and items requiring additional configuration control.

3.2. AF Form 1067 Applicability. The AF Form 1067 initiates temporary modifications and permanent sustainment and capability modifications for fielded systems and equipment. It helps the system or commodity manager document modification technical parameters, systems engineering information, logistics support impacts, and funding.

3.3. Modification Proposal Process.

3.3.1. A separate AF Form 1067 is required for each applicable weapon system.

3.3.2. The AF Form 1067 initiator will follow AFI 63-101/20-101, Table A2.1 instructions to complete Part I, Blocks 1-10.

3.3.2.1. AF Forms 1067 must be signed by the initiator's respective Group Commander in Block 11, Organization Validation. It then goes to the initiator's Major Command (MAJCOM) A4 or A5 for Block 12, Using Command Validation completion. Block 12 must be signed by an O-6 or equivalent.

3.3.2.2. AF Forms 1067 initiated at the MAJCOM level must be signed by a Branch Chief in Block 11, Organization Validation, and a Deputy Division Chief or higher in Block 12, Using Command Validation.

3.3.2.3. AF Form 1067 submittals from program office personnel must be signed by a Branch Chief or higher in Block 11, Organization Validation, then sent to Lead Command for Block 12, Using Command Validation.

3.3.3. Submit all AF Forms 1067 to AMC/A4 Phoenix Star, ORG.AMCA4-17@us.af.mil.

3.3.4. Lead Command Modification Manager will review modification proposals, assign a MAJCOM control number (including "T" control numbers for Training Systems), enter each item into the database, and notify the Gatekeepers when items are ready for review.

3.3.5. Gatekeeper. Initiates modification proposal reviews to determine directorate responsibility for Lead Command validation. Reviews the AF Forms 1067 to confirm the document is complete and ready for coordination. May reject proposals when not properly documented or insufficient to justify Lead Command validation and potential funding.

3.3.5.1. Use an approved checklist to prepare the AF Form 1067 for Lead Command validation. If the AF Form 1067 does not clearly articulate how the system will be used

(CONOPS), the Gatekeeper will task the submitter to provide additional documentation. See [Attachment 2](#).

3.3.5.2. Review database to prevent duplicate modification proposals on a single platform.

3.3.5.3. Coordinate with affected entities before seeking Lead Command validation.

3.3.5.4. Ensure all AF Forms 1067 changing the weapon system configuration baseline are reviewed for applicability to associated aircrew and maintenance system training devices, aircrew training, support equipment and technical data.

3.3.5.5. Confirm required AF Form 1067 inputs are included in Block 18, Lead Command remarks before obtaining Lead Command validation.

3.3.5.6. Coordinate with the appropriate Directorate Deputy/Associate Director for Lead Command validation and signature.

3.3.5.7. Inform Requirements Managers (AMC/A5Q) and Weapon System Managers (AMC/A4Q) when validation is complete.

3.3.5.8. Confer with Requirements Managers and Weapon System Managers to determine if the AF Form 1067 should go to the Program Office for Part IV completion. Ensure Lead Command validated AF Forms 1067 are returned to Lead Command Modification Manager for processing.

3.3.6. Temporary Type-2 or T-2 modifications.

3.3.6.1. AMC Test and Evaluation is the POC for all Temporary Type-2 or T-2 modifications.

3.3.6.1.1. Submit all Temporary Type-2 or T-2 AF Forms 1067 to AMC TE/TEA for review and Using Command validation, amc.tea@us.af.mil.

3.3.6.1.2. AMC/TEA or Air Mobility Command Mobility Test Policy and Resources Division (AMC/TEP) will sign AF Forms 1067 Part II, Using Command Validation and ensure test plans and supporting documentation are included.

3.3.6.1.3. Forward all Temporary Type-2 or T-2 AF Forms 1067 to AMC/A4 Phoenix Star, ORG.AMCA4-17@us.af.mil.

3.3.6.2. Lead Command Modification Manager will review modification proposals, assign a MAJCOM control number, enter each item into the database, and notify the Gatekeepers when items are ready for review.

3.3.6.3. Gatekeeper. Initiates modification proposal reviews to determine directorate responsibility for Lead Command validation. Reviews the AF Forms 1067 to confirm the document is complete and ready for coordination. May reject proposals when not properly documented or insufficient to justify Lead Command validation and potential funding.

3.3.6.3.1. Use an approved checklist to prepare the AF Form 1067 for Lead Command validation. See [Attachment 2](#).

3.3.6.3.2. Review database to prevent duplicate modification proposals on a single platform.

3.3.6.3.3. Coordinate with affected entities before seeking Lead Command validation.

3.3.6.3.4. Confirm required AF Form 1067 inputs are included in Block 18, Lead Command remarks before obtaining Lead Command validation.

3.3.6.3.5. Coordinate with the appropriate Directorate Deputy/Associate Director for Lead Command validation and signature.

3.3.6.3.6. Inform Requirements Managers (AMC/A5Q) and Weapon System Managers (AMC/A4Q) when validation is complete.

3.3.6.3.7. Confer with Requirements Managers, Weapon System Managers, and AMC/TEA or AMC/TEP to determine if the AF Form 1067 should go to the Program Office for Part IV completion. Ensure Lead Command validated AF Forms 1067 are returned to Lead Command Modification Manager for processing.

Chapter 4

AMC CONFIGURATION REVIEW BOARD (CRB)

4.1. Purpose. Review Single Manager recommendations for all Temporary Type-1 or T-1, Temporary Type-2 or T-2 and Permanent modification proposals and assesses the proposed solution for Lead Command certification. The Single Manager shall provide justification and the engineering evaluation supporting the assessment. If available, the Program Office will brief the CRB on their proposed solution prior to certification.

4.2. CRB Members. The AMC CRB members include:

4.2.1. Chairperson, AMC/A4 Associate Director.

4.2.2. Lead Command Modification Manager, AMC/A4QI.

4.2.3. Voting Members. AMC/A3C, AMC/A3P, AMC/A3T, AMC/A3V, AMC/A5Q, AMC/A5R, AMC/A6X, AMC/A8P, AMC/Financial Management Analysis, AMC/SEF, and AMC/TEA.

4.3. CRB Attendance. CRB meeting participation is mandatory for the Chairperson, voting members or representatives, and modification proposal Action Officers. The CRB Chairperson and CRB Members will attempt to resolve voting conflicts during the meeting or defer the modification proposal to next meeting.

4.4. CRB Scheduling. The CRB meets at least every other month based on the number of modification proposals awaiting Lead Command certification.

4.5. CRB Agenda. Lead Command Modification Manager will provide the CRB agenda to the board members and the program office POCs no later than seven business days before the meeting.

4.6. CRB Pre-coordination. Lead Command Modification Manager will provide a pre-coordination spreadsheet to the board members no later than seven business days before the meeting. Board members will review the AF Forms 1067, record their vote, and may provide comments. Board members with modification proposal questions or concerns should contact the Action Officer prior to the CRB.

4.7. Lead Command Modification Manager Actions After CRB. Provides AF Forms 1067 to the appropriate directorate for Lead Command Certification/Approval. Lead Command Certification/Approval will be accomplished at the Deputy Director level or higher. AMC/A5/8 will certify capability requirements requiring 3010/3080/3600 funding. AMC/A4 will certify requirements requiring 3400 Weapon System Sustainment funding.

4.7.1. If approved and funding is available, mark appropriate block and obtain signature.

4.7.2. If approved and funding is not available, mark appropriate block and obtain signature. Coordinate funding strategy with the Requirements/Weapon System Managers, the Program Element Manager (PEM), the Program Office, and SAF/AQ.

4.7.3. If disapproved, mark appropriate block, and obtain signature.

4.7.4. Enter the AF Form 1067 into database.

4.7.5. Pass CRB results to the Action Officer, Program Office POC, AF Form 1067 Initiator, and Requirements/Weapon System Managers.

Chapter 5

REQUIREMENTS AND PLANNING COUNCIL (R&PC)

5.1. Purpose. Formally document the AMC requirements prioritization process to unify direction between weapon system operators, maintainers, programmers, and the acquisition community for enterprise resource allocation. This chapter describes the process and associated objectives, roles, and responsibilities. It is the framework for the R&PC process and any changes must be approved by AMC/A5Q.

5.2. Administration.

5.2.1. Training Requirements. All participants in the R&PC process should complete Defense Acquisition University (DAU) training modules RQM 1010, Introduction to Joint Capabilities Integration and Development System and RQM 1100, Core Concepts for Requirements Managers. The AMC/A5Q Requirements Orientation may be obtained from the R&PC Lead. DAU training courses are available at <https://id.dau.edu>.

5.2.2. Government Support Contractors. All government support contractors involved in the R&PC must have a current non-disclosure agreement on file due to funding and competition sensitivities.

5.2.3. Frequency. The R&PC will occur annually and conclude no later than 30 June.

5.2.4. Events. See [Table 5.1](#).

Table 5.1. Events.

Events	Chair
Requirements Working Group	Co-chaired by AMC/A5Q Branch Chief ¹ , AMC/A3PC, and the respective Weapon System Manager from AMC/A4QA or AMC/A4QT
3-Digit R&PC Meeting	AMC/A5Q Division Chief
R&PC Executive Session	AMC/A5/8 Director
¹ AMC/A3TR chairs the RWG for training systems.	

5.2.5. Event Notice and Invitation. Each program Secretariat will send notices and invitations no later than 30 days prior to R&PC events to ensure adequate time to review the supporting documents. The notices will provide the date, time, meeting location, a draft Requirements List, and the previous year’s minutes. See [Table 5.2](#).

Table 5.2. Secretariat Responsibilities.

The Secretariat shall:
Gather existing and new requirements using validated AF Forms 1067, Capability Need Statements, or other approved modification requirement documents

Schedule all meetings IAW Chair availability
Notify/Invite members and attendees
Disseminate read-ahead material
Prepare a Meeting Planner for AMC/A5/8 for R&PC Executive Session
Issue tasks to support meeting objectives
Document meeting minutes and staff the minutes for approval
Prepare final Requirement Summaries, Requirements Lists and/or “1 to N” List
Archive all briefings and minutes

5.2.6. Agenda. All R&PC meetings will follow a standardized agenda. Recommend including the following items:

- 5.2.6.1. Roll Call/Opening Comments.
- 5.2.6.2. R&PC Process Review.
- 5.2.6.3. AMC Gaps Review.
- 5.2.6.4. Progress Over the Last Year.
- 5.2.6.5. Critical or Late-to-Need Requirements (applicable to RWG and higher).
- 5.2.6.6. Requirement Removal Consideration (applicable to RWG and higher).
- 5.2.6.7. Scoring System (applicable to requirements prioritization).
- 5.2.6.8. Requirements Briefings (as required).
- 5.2.6.9. Requirements Lists / “1 to N” List Review.
- 5.2.6.10. Requirements Lists / “1 to N” List Approval.
- 5.2.6.11. Action Items.
- 5.2.6.12. Closing comments.

5.2.7. Action Items. The chair is authorized to assign action items. Each action item will be assigned an OPR and suspense date.

5.2.8. Meeting Minutes. Minutes are required for all R&PC meetings and must be reviewed before the next meeting. Minutes are due to the meeting Chair for signature no later than 10 calendar days after each meeting. The Secretariat will publish minutes to document briefings, discussions, pending issues, decisions, and action items. The Secretariat will provide signed minutes to all participants before the next R&PC meeting. The Secretariat will archive the minutes.

5.2.9. AMC/CC Intent and Guidance. AMC/CC intent and guidance informs the requirement definition, prioritization, and management for all programs and systems covered by the R&PC. Requirements prioritization must balance sustainment, capacity, and capability across the MAF core functions: Airlift, Air Refueling, Aeromedical Evacuation, Air Mobility Support,

and Global Mobility Command and Control. Prioritization must consider strategy, capability gaps, and current and projected threats in the context of MAF operations.

5.2.10. Critical Late-to-Need (CLTN). CLTN is a requirement not validated in time to meet the R&PC timeline, but its operational or sustainment urgency demands immediate consideration during the current R&PC process. A CLTN may be considered at any point during the R&PC process before the R&PC Executive Session. The Chair/Co-Chair of the next meeting shall decide if the late input is CLTN and propose a ranking. If the Chair/Co-Chair considers a CLTN submission, it shall be forwarded to the Secretariat for consideration at the next R&PC meeting. If the CLTN submission is received after the annual R&PC process is complete, AMC/A5Q will coordinate with stakeholders to determine how to proceed.

5.2.11. Requirements Removal. The RWG Co-Chairs or higher may remove a requirement for the following reasons: (1) the requirement action is fully implemented and complete, (2) the requirement is no longer valid or needed due to changes in circumstances, or (3) a disapproval recommendation was made by the Program Office after Part IV completion. Formal removal notice will be captured in the meeting minutes. The Requirements Manager will notify Gatekeepers, AMC/A4QI and the R&PC Lead in writing to change the AF Form 1067 status and update the database.

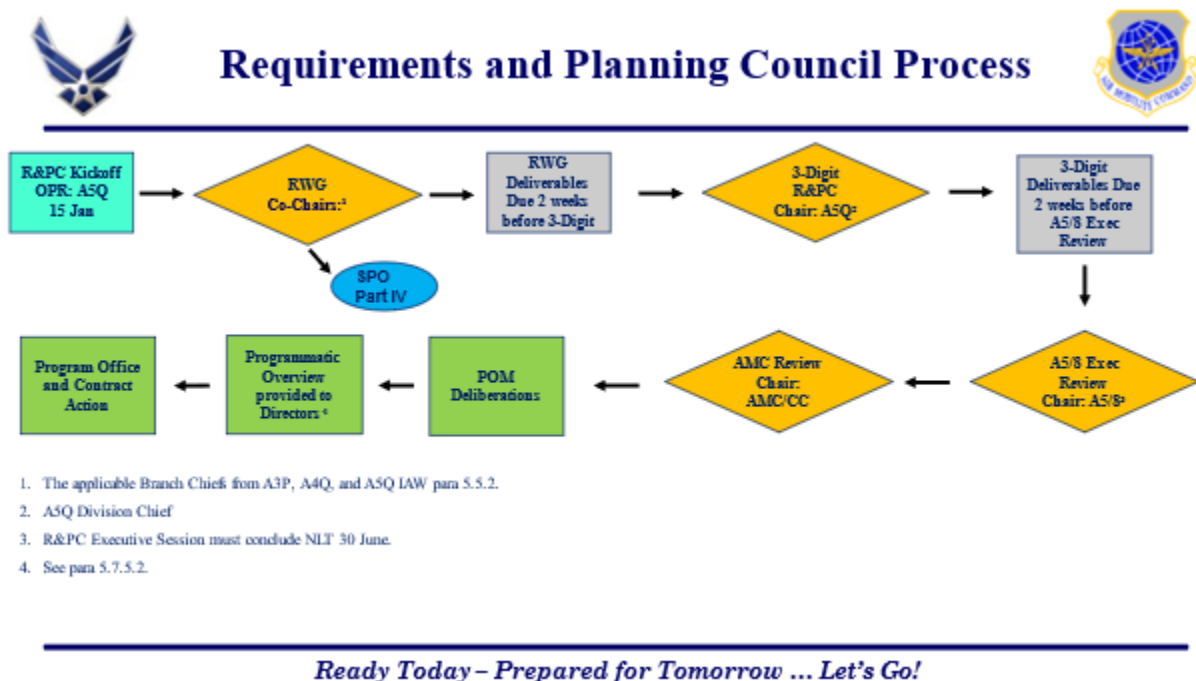
5.2.12. AF Form 1067 Submission to Program Offices. Upon Part III validation, the Gatekeeper and/or Weapon System Manager and Requirements Manager can determine which validated AF Forms 1067 are immediately sent to the Program Office for Part IV completion. The Requirements Managers have the authority to direct AF Form 1067s on the approved Requirements List for submission to the Program Office for Part IV completion based on their professional knowledge and expertise. Consideration should be given to funding probability and the Program Office workload when determining whether an AF Form 1067 is sent to the Program Office. Include requirements identified for Part IV completion during the RWG in the meeting minutes. Provide each Program Office with an approved Requirements List after the RWG. Guidance in this paragraph does not prevent Part IV completion on AF Form 1067 that may be accomplished using existing funding. This includes efforts using low-cost modification and 3400 Weapon System Sustainment funding. The Program Office will notify the Requirements Manager and the Lead Command Modification Manager before initiating Part IV completion on any AF Form 1067 not directed by AMC. Program Office action on any AF Form 1067 or other approved modification requirement document recommended for Program Office action will be coordinated with and sent by the Lead Command Modification Manager to ensure database accuracy, workflow manager acknowledgement, and accountability.

5.2.13. Expected Program Office Review Timeframe. The Program Office is normally allowed up to six months to complete Part IV for funding determination. Requirements Managers may ask the Program Office to expedite Part IV completion. Program Office cost estimates are critical to the POM process.

5.3. Process. The R&PC prioritizes AMC weapon system requirements. Each weapon system will have a RWG with the main objective of creating a prioritized Requirements List. The Requirements List will include holdover requirements from the previous year in addition to new Lead Command validated requirements submitted during the year. This process provides a common MAF methodology and forum to review ongoing and new fleet and modernization

requirements. The R&PC process consolidates MAF near and mid-term requirements with long-term product improvements to support the System Program Manager program execution responsibilities. The process prioritizes requirements within a Total Force context IAW AFD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, and AF/A5R, *Requirements Development Guidebook, volume 4*). The highest priority individual weapon system requirements are consolidated into a “1 to N” List during the 3-Digit R&PC. The AMC/A5/8 Director approves the “1 to N” List at the end of the R&PC Executive Session. It is then presented to the AMC/CC for command approval. Once approved, the “1 to N” List in conjunction with the AMC/CC’s guidance serves as the basis for the POM submission. In addition, all approved Requirements Lists are provided to AMC/A8P to further inform the POM process. See [Figure 5.1](#).

Figure 5.1. Requirements and Planning Council Process.



5.4. R&PC Kickoff Notice. The R&PC Lead will coordinate with the R&PC participants to discuss administrative issues before the R&PC cycle begins, but no later than 15 January. The templates for briefings, requirement summaries, and minutes will be provided. All participants must use the standardized templates.

5.5. Requirements Working Group (RWG).

5.5.1. Purpose. Prioritizes and approves operations, reliability, maintainability, availability, and life cycle cost reduction requirements. The RWG shall not consider non-operational or sustainment factors such as cost or schedule. The focus must be on the requirement’s ability to ensure viability, close or mitigate gaps, improve safety, or meet mandates. Obtains consensus on the five highest priority requirements for “1 to N” List consideration. Recommends requirements for removal.

5.5.2. Voting members/Co-Chairs. AMC/A3PC, the applicable AMC/A4Q Branch Chief (A4QA or A4QT), and the applicable AMC/A5Q Branch Chief (A5QA, A5QT, or A5QV).

5.5.3. Participants/Advisors. Requirements Managers, and action officers from: AMC/A3C, AMC/A3P, AMC/A3T, AMC/A3V, AMC/A35, AMC/A4M, AMC/A4Q, AMC/A5Q, AMC/A5R, AMC/A6X, AMC/A5/8X, AMC/A5/8Z, AMC/A8P (participation may be delegated to the PEM), AMC/A10N, AMC/SEF, AMC/FM, AMC/TEA, AMC AFRC liaison, AMC NGB liaison, and program office personnel.

5.5.3.1. AMC Chief Information Security Officer (CISO). The AMC/CISO, under AMC/A6/CIO jurisdiction, must have visibility and concurrence authority on all IT requirements and solutions requested, developed, or implemented.

5.5.3.2. AMC Comptroller (FM). The AMC/FM provides financial oversight on all requirements and solutions requested, developed, or implemented during the R&PC process.

5.5.4. Execution. The Co-Chairs will lead the group's effort to complete the following (if applicable):

5.5.4.1. The Co-Chairs will coordinate MDS capability and sustainment requirements prioritization with stakeholders and resolve any issues.

5.5.4.2. Requirements Managers will complete or update Requirements Summaries for the 10 highest priority requirements. They must be complete no later than two weeks prior to the 3-Digit R&PC.

5.5.4.3. Coordinate meeting minutes for approval.

5.5.5. Deliverables:

5.5.5.1. An approved Requirements List. If the Requirements List includes less than 10 requirements, complete Requirement Summaries on all requirements selected as "1 to N" List candidates.

5.5.5.2. Recommended AF Forms 1067 for Part IV completion by the Program Office and/or for removal from the Requirements List. Notify the Lead Command Modification Manager to send required AF Forms 1067 to the Program Office for Part IV completion.

5.5.5.3. Recommended requirements (no more than five) for "1 to N" List consideration.

5.5.5.4. Meeting minutes using the provided template. RWG meeting minutes will be signed by the Co-Chairs.

5.6. 3-Digit R&PC.

5.6.1. Purpose. The 3-Digit R&PC develops the initial "1 to N" List from the top requirements recommended by each RWG. A draft "1 to N" List will be provided by the R&PC Lead prior to the meeting. The A5Q Division Chief chairs the meeting ensuring the requirements are reviewed and prioritized using sound professional judgement based on current guidance. After the review, voting members will approve the "1 to N" List. The "1 to N" List developed by the 3-Digit R&PC will go forward to the R&PC Executive Session.

5.6.2. Voting members. AMC/A3P, AMC/A4Q, and AMC/A5Q (Chair).

5.6.3. Participants/Advisors. AMC/A3C, AMC/A3T, AMC/A3V, AMC/A35, AMC/A4M, AMC/A5R, AMC/A5/8X, AMC/A5/8Z, AMC/A6X, AMC/A8P, AMC/A10N, AMC SG/SG2,

AMC/SEF, AMC/FM, AMC/TEA, AMC AFRC liaison, AMC NGB liaison as well as applicable AMC Branch Chiefs, Requirements Managers, and action officers.

5.7. R&PC Executive Session.

5.7.1. Purpose. The R&PC Executive Session reviews, finalizes, and approves the “1 to N” List. Each 3-Digit R&PC voting member will ensure their Director has a pre-brief prior to the Executive Session. The pre-brief will focus on the 3-Digit R&PC “1 to N” List and any other significant discussions that were captured in the 3-Digit R&PC minutes.

5.7.2. Voting members. AMC/A3, AMC/A4, and AMC/A5/8 (Chair).

5.7.3. Participants/Advisors. AMC/A6, AMC/SE, AMC/TE, AMC AFRC liaison, AMC NGB liaison, applicable AMC Division and Branch Chiefs, and applicable action officers within the Command.

5.7.4. Execution. The Chair will lead the effort to complete the following:

5.7.4.1. The R&PC Lead will provide the approved 3-Digit R&PC “1 to N” List to each member.

5.7.4.2. The AMC/A5/8 Director will gain consensus with the other Directors and approve the final version of the “1 to N” List.

5.7.5. Deliverable. The R&PC Executive Session will deliver:

5.7.5.1. An approved “1 to N” List containing AMC’s highest priority requirements. The AMC/A5/8 will provide the “1 to N” List to the AMC/CC. The AMC/CC-approved “1 to N” List is used in the development of the AMC POM submission.

5.7.5.2. Post-POM Feedback. AMC/A8P will provide a programmatic overview to Directors once Program Budget Review, Office of the Secretary of Defense approval, etc. are complete. The overview will include the current year’s results correlated to the AMC “1 to N” List.

DAVID J. SANFORD, Major General, USAF
Director of Logistics, Engineering, and Force
Protection

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

DoDD 5000.01, *The Defense Acquisition System*, 9 September 2020

AFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, 25 May 2021

AFPD 63-1/20-1, *Integrated Life Cycle Management*, 7 August 2018

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

AFI 63-101/20-101, *Integrated Life Cycle Management*, 30 June 2020

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

AF/A5R Requirements Development Guidebook, Volume 4, *Requirements Activities to Support Modification Proposals (use of AF Form 1067)*, 8 April 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

ANG—Air National Guard

CISO—Chief Information Security Officer

CLTN—Critical Late-to-Need

CONOPS—Concept of Operations

CRB—Configuration Review Board

DAF—Department of the Air Force

DAU—Defense Acquisition University

EA—Executive Airlift

EFB—Electronic Flight Bag

FM—Comptroller

IAW—In Accordance With

MAF—Mobility Air Forces

MAJCOM—Major Command

MCS—Mission Communications System

MDS—Mission Design Series

OPR—Office of Primary Responsibility

PEMs—Program Element Managers

POC—Point of Contact

POM—Program Objective Memorandum

R&PC—Requirements and Planning Council

RWG—Requirements Working Group

SG2—Deputy Surgeon General

Office Symbols

AMC/CC—Air Mobility Command Commander

AMC/A3—Air Mobility Command Director of Operations

AMC/A4—Air Mobility Command Director of Logistics, Engineering and Force Protection

AMC A5/8—Air Mobility Command Director of Strategic Plans, Requirements and Programs

AMC/A6—Air Mobility Command Director of Communications

AMC/SE—Air Mobility Command Safety

AMC/SG—Air Mobility Command Surgeon General

AMC/TE—Air Mobility Command Test and Evaluation

AMC/A3C—Air Mobility Command C2 Operations Division

AMC/A3P—Air Mobility Command Resources and Capability Integration Division

AMC/A3T—Air Mobility Command Training Operations Division

AMC/A3V—Air Mobility Command Standardization/Evaluation and Readiness

AMC/A4M—Air Mobility Command Maintenance Division

AMC/A4Q—Air Mobility Command Mobility Aircraft Division

AMC/A5Q—Air Mobility Command Aircraft and Logistics Requirements Division

AMC/A5R—Air Mobility Command System Requirements Division

AMC/A5/8X—Air Mobility Command Plans and Strategy Division

AMC/A6X—Air Mobility Command Plans, Policy and Resources Division

AMC/A8P—Air Mobility Command Programs Division

AMC/SEF—Air Mobility Command Flight Safety

AMC/SG2—Air Mobility Command Deputy Surgeon General

AMC/TEA—Air Mobility Command Mobility Test Management Division

AMC/TEP—Air Mobility Command Mobility Test Policy and Resources Division

AMC/A4QI—Air Mobility Command Mobility Integration Branch

AMC/SGXM—Air Mobility Command Surgeon General Medical Logistics Readiness Branch

AMC AFRC Liaison—Air Mobility Command Air Force Reserve Command Liaison

AMC NGB Liaison—Air Mobility Command National Guard Bureau Liaison

Terms

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

Capability—The ability to complete a task or execute a course of action under specified conditions and performance levels through combinations of means and ways across the doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTmLPF-P) to perform a set of tasks to execute a specified course of action.

Capability Gap—The inability to meet or exceed a capability requirement, resulting in an associated operational risk until closed or mitigated. The gap may be the result of no fielded capability, lack of proficiency or sufficiency in a fielded capability solution, or the need to replace a fielded capability solution to prevent a future gap.

Capability Requirement (or Requirement, Need)—A capability required to meet an organization's roles, functions, and missions in current or future operations. Capability requirements are described in relation to tasks, standards, and conditions IAW the Universal Joint Task List or equivalent DoD Component Task List.

Concept of Operations (CONOPS)—The main purpose of the CONOPS is to facilitate a common understanding of a future system to help develop operational and system level requirements. In Acquisitions, a CONOPS is used to examine current, new, and/or proposed capabilities required to solve a current or emerging problem. It describes how a system will be used. This bridges the often-vague capabilities that a project begins with, and the specific technical requirements needed to succeed.

Configuration Review Board (CRB)—The CRB is a council of HQ AMC Directorate representatives concerned with aircraft modifications.

Gatekeepers—The initial requirement submission reviewer prior to tracking system entry. Responsible for coordination with appropriate directorate for Lead Command validation and AF Form 1067 signature.

Group A Kit—The items to be installed as part of a modification to support, secure, interconnect, or accommodate the Group B components. In general, anything that cannot be readily removed, provides support, or provisions for equipment installation is considered Group A. Examples of

Group A items are: electrical wiring, power junction boxes, brackets, oxygen lines, signal wiring, interconnect cabling, waveguide, racks, beams, longerons, skins, spars, stringers, intercostals, plates, seats, mounts, trays/slides, fairings, lighting, and other structural support equipment for Group B items.

Group B Kit—The equipment installed as part of a modification which is readily removable. Examples of Group B items are computers, printers, controllers, digital recorders, digital formatters, avionics encoders, antennas, radomes, and “black boxes.”

Life Cycle—The time span associated with a system, subsystem, or end item that begins with the requirement conception and initial development, and continues through development, fielding, sustainment until it is consumed in use or disposed of as being excess to all known materiel requirements.

Program Manager—The designated individual (per Department of Defense Directive 5000.01, *The Defense Acquisition System*) responsible for and authorized to accomplish program objectives for development, production, and sustainment to meet the user’s operational needs. The Program Manager is accountable for credible cost, schedule, performance, and materiel readiness.

Requirements List—A list of validated and prioritized requirements.

Requirements Manager—A military member or DoD civilian charged with developing, assessing, validating, and prioritizing requirements and associated requirements products. The Requirements Manager is the warfighter's representative to all of defense acquisition—the combination of the Defense Acquisition System, the Joint Capabilities Integration Development System, and the Planning, Programming, Budgeting, and Execution system. Serves as an advocate for funding and a liaison between MAJCOM and Program Office to ensure capability needs are met. The challenge is to communicate warfighter's needs to Program Managers and to Program Offices. Manages a requirement from validation through delivery, fielding, and sustainment (cradle to grave).

Sustainment—Continuing materiel support which consists of planning, programming, and executing a logistics support strategy for a system, subsystem, or major end item to maintain operational capabilities from system fielding through disposal.

Weapon System Manager—A military member or DoD civilian charged with assessing, validating, and prioritizing requirements regarding weapon system sustainment. The Weapon System Manager is the warfighter’s representative between the field and Program Office. They also serve as an advocate for weapon system sustainment funding and a liaison between MAJCOM and Program Office to ensure weapon system sustainment needs are met. They manage weapon system requirements from validation through sustainment.

“1 to N” List—A collection of AMC’s most important requirements prioritized, refined, and approved during the 3-Digit R&PC and R&PC Executive Session.

Attachment 2

AF FORM 1067 GATEKEEPER CHECKLIST

Table A2.1. AF Form 1067 Gatekeeper Checklist.

<p>Perform Initial Review: Is the AF Form 1067 filled out IAW the guidance provided in AFI 63-101/20-101 and AMCI 63-101/20-101(summarized below)?</p> <p>If so, proceed to next step, if not, return AF Form 1067 to submitter for corrective action.</p>
<p>Section 8 Purpose: Capability Modifications: state the deficiency to be corrected or the need to be satisfied by the proposal and the expected result. Permanent capability modifications require a Key Performance Parameters and Key System Attributes Table IAW the AF/A5R Requirements Development Guidebook, Vol 1-5.</p> <p>Sustainment Modifications: Consider including information described in AFI 63-101/20-101 (A2.6. AF Form 1067 Description).</p> <p>(You are not limited to just this information, see AFI 63-101/20-101 Attachment 2, Table A2.1.)</p>
<p>Section 9 Impact: State the impact of not correcting the deficiency or satisfying the need specified in Section 8. Include relationship to SECAF Operating Imperatives and Cross-Cutting Operational Enablers, emphasizing how the capability impacts AMC mission imperatives and addresses associated capability gaps.</p>
<p>Section 10 Constraints/Assumptions/Proposed Solutions: State proposed solutions, constraints or assumptions and recommend modification type in Part III (Permanent, Permanent-Safety, Type-1, or Type-2). Attach technical/engineering data package documentation including but not limited to sketches, drawings, diagrams, etc. If being completed by sustainment personnel, the following information should be included. For temporary modifications, identify the total number of units to be modified and the duration/date the units will be returned to their original configuration. (You are not limited to just this information, see AFI 63-101/20-101 Attachment 2, Table A2.1.)</p>
<p>Section 11 Organization Validation: The validation authority will enter the date proposal was received, check the appropriate block (A through C), and complete blocks D through F after the proposal validation authority reviews the AF Form 1067 to ensure all required blocks are complete. (You are not limited to just this information, see AFI 63-101/20-101 Attachment 2, Table A2.1.)</p> <p>AF Form 1067 submittals from AMC/ANG/AFRC units must be submitted through a Maintenance Group/Operations Group and signed by the submitter's respective Group Commander on Page 1, Block 11, Organization Validation. Send the AF Form 1067 to the initiator's parent MAJCOM headquarters for Page 2, Block 12, Using Command Validation completion. The signatory for this block should be at least an O-6 or equivalent level.</p> <p>AF Form 1067 submittals from HQ AMC/ANG/AFRC equivalent agency headquarters personnel must be signed by the Branch Chief on Page 1, Block 11 and at least the Deputy Division Chief on Page 2, Block 12, Using Command Validation.</p> <p>AF Form 1067 submittals from program office personnel must be signed by at least the Branch</p>

Chief on Page 1, Block 11, Organization Validation. Send to Lead Command for Page 2, Block 12, Using Command Validation.

1. Return the AF Form 1067 to the submitter if not properly signed.
2. If properly signed, follow one of the options below for Part II completion:
3.
 - a. Safety Modification: Forward to AMC Safety for Part II completion.
 - a. Temporary (Type-2 or T-2) Modification: Forward to AMC Test and Evaluation for Part II completion.

Part III Lead Command Validation:

1. Pre-Validation Activities:
 - b. If the requirement applies or should apply to all AMC platforms (i.e., Communications, Navigation, and Surveillance/Air Traffic Management (CNS/ATM), Command and Control (C2) and Datalink, Satellite Communications (SATCOM) and Defensive Systems) strongly consider forwarding the AF Form 1067 to the appropriate organization within A5R, A3C, A8Z for command sponsorship and guidance before proceeding. This ensures unity of effort and promotes commonality across the fleet.
 - c. If the AF Form 1067 does not clearly articulate how the system will be used (CONOPS), the Gatekeeper will task the submitter to provide additional documentation to address the following:
 - a. Existing system to be replaced (if any)
 - b. Justification for a new or modified system (including restrictions on that system)
 - c. Description of the proposed system
 - d. Interfaces with existing systems
 - e. Stakeholders and description of their roles
 - f. Description of the operational environment
 - g. Scenarios highlighting the use of the system in the user's environment, including internal and external factors.
4. Forward the AF Form 1067 to the appropriate Requirements Manager and Weapon System Manager for situational awareness. Conduct and document a pre-validation check by coordinating as required within the command before preparing the AF Form 1067 for Lead Command validation. Organizations and individuals to be considered for coordination are:
 - a. Platform-specific Requirements Manager, Platform-specific Weapon System Manager, Safety, Test and Evaluation, Tactics, Training, A3C (Command & Control), A3P (Capability and Integration), and A6N (Satellite Communications).
5. Did the pre-validation determine the requested capability is a valid requirement and justifies advocating for Lead Command certification and possible funding?
 - a. If "yes", proceed to Lead Command validation.

b. Working with the appropriate Requirements Manager/Weapon System Manager, designated Lead Command action officer and Single Manager Office (Program Office); determine Modification type (Temporary (Type-1 or T-1 /Type-2 or T-2) or Permanent; Capability or Sustainment).

If “no”, process form through Part III marking “Disapproved” in Section 19. Notify the initiator and the Command Modification Manager the AF Form 1067 did not meet the Lead Command’s validation criteria. If disapproved, return the decision rationale to the using command/agency or originating organization.

Section 18 Lead Command Remarks:

If not included in other sections of the form, consider adding the following remarks or additional comments as appropriate:

- a. Ensure training is provided for aircrew and maintainers.
- b. Ensure sufficient spare parts are included with the modification.
- c. Include complete technical data and drawings to cover the modification.
- d. Size, weight, and power constraints must be a key consideration in component selection.
- e. All equipment will complete AIMS certification if applicable. Provide Stage IV Frequency Spectrum certification and all reports/artifacts for all installed equipment requiring those approvals. Certify all RF items for spectrum suitability in the operational environment before the aircraft is returned to AMC for mission employment.
- f. Factor service costs into the overall cost of modifications requiring satellite service.
- g. State all platforms impacted by a multi-platform requirement.
- h. Anticipated test dates.

Perform a final quality check for accuracy and completeness.

Prepare a coordination summary for the Lead Command signature authority, mentioning anything noteworthy that occurred during the AF Form 1067 processing.

Get a digital signature from the Lead Command validation authority. Lead Command validation will occur at the Deputy Director or equivalent level.

After Lead Command Validation:

Note: Any AF Form 1067 or other approved modification document (Capabilities Need Statement, etc.) will be sent to the Program Office by the AMC Lead Command Modification Manager to ensure database accuracy, workflow manager acknowledgment, and accountability.

A Lead Command validated AF Form 1067 will normally be prioritized through the Requirements and Planning Council (R&PC) process. The highest priority AF Forms 1067 will be immediately sent to the Program Office for Part IV completion. The Gatekeeper can recommend the Requirements Manager have the AF Form 1067 sent to the Program Office prior to the R&PC if the new requirement priority warrants it. AF Forms 1067 are normally

considered for Part IV completion at the RWG, but the Requirements Managers may coordinate with Branch Chiefs to request Part IV completion anytime. Before submitting an AF Form 1067, consider the requirement's importance, the Program Office workload, and the requirement's funding probability.