



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

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OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR AFMC/CC, AFSPC/CC, AND ALL AFPEOs

FROM: SAF/AQ
1060 Air Force Pentagon
Washington, DC 20330-1060

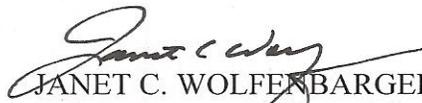
SUBJECT: Air Force Guidance on Program Termination Procedures

This guidance is to assist AFPEOs and Program Managers on those occasions when it has been determined that an Air Force program of record must be terminated, partially terminated, or de-scoped/re-scoped. Attached are recommended templates for a Termination Acquisition Decision Memorandum (T-ADM) and a Sample Template Termination Plan. While these documents were drafted for ACAT I programs, they can also be tailored for use by AFPEOs on ACAT II and III programs.

The T-ADM will serve to document the termination decision and Air Force SAE direction to the pertinent AFPEO and Program Manager to commence termination planning, including required actions to organize the termination process for a specified program.

The Sample Template Termination Plan sets forth the responsibilities for efficiently terminating a program and serves to provide the Program Manager with a roadmap for organizing, documenting, coordinating and executing the entire termination process. It also provides the SAE and appropriate HAF offices with the necessary information to facilitate and approve the termination process. This template is not an all inclusive checklist and may be tailored to meet the requirements of a specific program. However, it covers the most important areas that should be addressed in planning a program termination.

Word versions of the templates can be found on the Air Force Portal, Acquisition Functional Area, under the Acquisition Excellence and Change Management Office site. My point of contact for this guidance is Mr. Robert Boulware, 571-256-0370, DSN 260, or email safaqa.workflow@pentagon.af.mil.


JANET C. WOLFENBARGER, Lt Gen, USAF
Military Deputy, Office of the Assistant Secretary
of the Air Force (Acquisition)

Attachments:

1. T-ADM Memo Template
2. Sample Template Termination Plan

cc:

SAF/AQX

SAF/AQQ

SAF/AQI

SAF/AQP

SAF/AQS

SAF/AQC

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